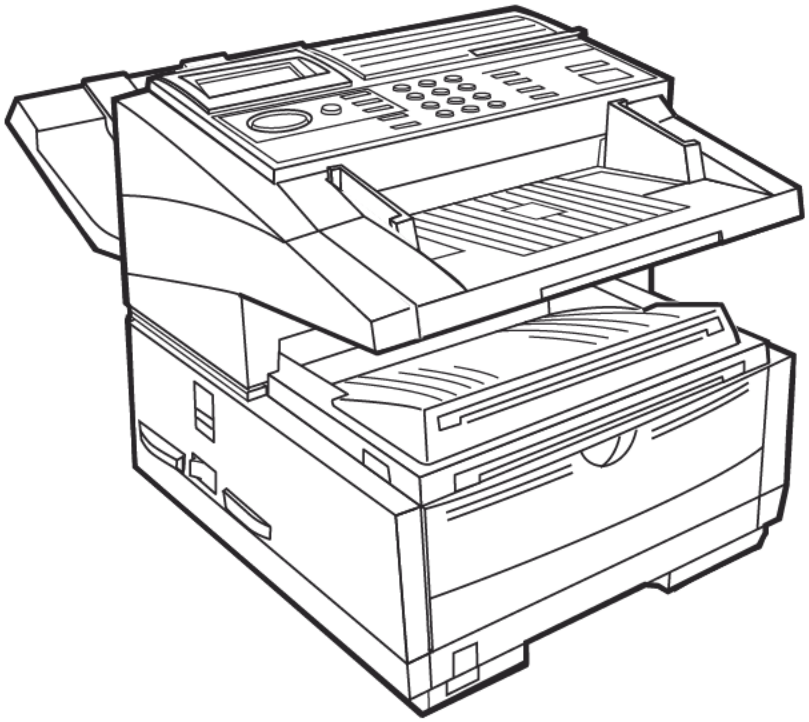

User's Guide

Every effort has been made to ensure that the information in this document is complete, accurate, and up-to-date. The manufacturer assumes no responsibility for the results of errors beyond its control. The manufacturer also cannot guarantee that changes in software and equipment made by other manufacturers and referred to in this guide will not affect the applicability of the information in it. Mention of software products manufactured by other companies does not necessarily constitute endorsement by the manufacturer.

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While all reasonable efforts have been made to make this document as accurate and helpful as possible, we make no warranty of any kind, expressed or implied, as to the accuracy or completeness of the information contained herein.

Notice to Users Accessing Analogue PSTN in EEC Countries
This product is designed to access the PSTN in all EEC countries. Local PSTN compatibility is dependant on software and/or DIP switch settings. Please contact your service representative if relocating this product to another country. In the unlikely event of problems, please contact your service representative in the first instance.

Notice to Users Accessing ISDN in EEC Countries
Should this product be ISDN compatible it may be installed in all EEC countries without requiring changes to the software and/or DIP switch settings. In the unlikely event of problems, please contact your service representative in the first instance.

CE

This product complies with the requirements of the Council Directives 89/336/EEC (EMC), 73/23/EEC (LVD) and 1999/5/EC (R&TTE), as amended where applicable, on the approximation of the laws of the member states relating to Electromagnetic Compatibility, Low Voltage and Radio & Telecommunications Terminal Equipment.

Energy Star

EPA POLLUTION PREVENTER

As an Energy Star Program Participant, the manufacturer has determined that this product meets the Energy Star guide-lines for energy efficiency.

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Safety instructions

This product has been carefully designed to give you years of safe, reliable performance. As with all electrical equipment, however, there are a few basic precautions you should take to avoid hurting yourself or damaging the product:

- Read the setup instructions in this manual carefully. Be sure to save it for future reference.
- Read and follow all warning and instruction labels on the product itself.
- Unplug the machine before you clean it. Use only a damp cloth; do not use liquid or aerosol cleaners.
- Place the machine on a firm, solid surface. If you put it on something unsteady, it may fall and be damaged; if you place it on a soft surface, such as a rug, sofa, or bed, the vents may become blocked, causing the machine to overheat.
- To protect the machine from overheating, make sure no openings are blocked. Do not put the machine on or near a heat source, such as a radiator or heat register. Keep it out of direct sunlight. Allow enough room around the machine for adequate ventilation and easy access.
- Do not use the machine near water, or spill liquid of any kind into it.
- Be certain that your power source matches the rating listed on the back of the machine. If you are not sure, check with your supplier or with your local power provider.
- This machine has an earthed plug as a safety feature, and it will only fit into an earthed outlet. If you can not plug it in, you probably have an older, non-earthed outlet; contact an electrician to have the outlet replaced. Do not use an adapter to defeat the earthing.
- To avoid damaging the power cable, do not put anything on it or place it where it will be walked on. If the cable becomes damaged or frayed, replace it immediately.
- If you are using an extension cable or power strip with the machine, make sure that the total current (amperes) required by all the equipment on the extension is less than the extension's

rating. The total ratings of all equipment plugged into the outlet should not exceed 15 amperes.

- The power outlet into which you plug your machine must remain accessible at all times.
- It is recommended that the machine be switched off prior to removing covers.
- Lifting the top cover exposes hot surfaces. Hot surfaces are clearly labelled. Do NOT touch them.
- Do not poke anything into any ventilation slots; you could receive an electrical shock or cause a fire.
- Apart from the routine maintenance described in the accompanying documentation, do not try to service the machine yourself; opening or removing covers may expose you to shocks or other hazards.
- Do not make any adjustments other than those outlined in the manual as you may cause damage requiring extensive repair work.

If anything happens which indicates the machine is not working properly or has been damaged, unplug it immediately and contact your supplier. These are some of the things to look for:

- The power cable or plug is frayed or damaged.
- Liquid has been spilled into the machine, or it has been exposed to water.
- The machine has been dropped, or the cabinet is damaged.
- The machine does not function normally when you are following the operating instructions.

Machine Noise Information Ordinance 3. GSGV 18.1.1991:

The maximum sound pressure level is equal or less than 70 dB (A) according to ISO 7779.

Toner Cartridge & Image Drum Unit Handling

- Leave unused toner cartridges and image drum units in their packages until needed. When replacing a toner cartridge or image unit, reuse the packaging to dispose of the old toner cartridge or image drum unit.
- Do not expose the toner cartridges and image drum units to light for more than five minutes. Never expose the green drum (inside the image drum unit) to direct sunlight.
- Always hold the image drum unit by the ends - never by the middle. Never touch the green drum inside the image drum unit.
- To avoid damage to the image drum unit, always use original toner cartridges.
- Exercise care when removing the toner cartridge. Do not let it touch your clothing or porous materials. The toner powder causes permanent stains.
- Small amounts of toner spilled on skin or clothing can be readily removed with soap and cold water. Using heated water will make removing the stain much more difficult.

Emergency First Aid

- IF TONER IS SWALLOWED: Induce vomiting and seek medical attention. Never attempt to induce vomiting or give anything by mouth to a person who is unconscious.
- IF TONER IS INHALED: Take the person to an open area for fresh air. Seek medical attention.
- IF TONER GETS IN THE EYES: Flush eyes with large quantities of cold water for a minimum of 15 minutes keeping eyelids open with fingers. Seek medical attention.

Notes, cautions and warnings

Note: *A note appears in this manual like this. A note provides additional information to supplement the main text which may help you to use and understand the product.*

CAUTION:

A caution appears in this manual like this. A caution provides additional information which, if ignored, may result in equipment malfunction or damage.

WARNING

A WARNING APPEARS IN THIS MANUAL LIKE THIS. A WARNING PROVIDES ADDITIONAL INFORMATION WHICH, IF IGNORED, MAY RESULT IN A RISK OF PERSONAL INJURY.

Chapter 1 - Introduction

This plain-paper fax machine utilises advanced light-emitting diode (LED) technology for quick and trouble-free transmission/reception of data and images. In addition to the abundant standard features common to our range of fax machines, we now offer a number of optional devices which expand machine functions and further support your communications needs. These options include MFP (multi-function peripheral) PC interface kit, Network Print Kit including fax to e-mail), Internet Fax, ISDN G4 board and a G3 Dual Line.

Note 1: *Although the ISDN G4 board is an optional feature, it must be ordered from the supplier and cannot be installed by the user. If installed in the fax machine, most parameters will be dealer set to ensure simplified operation. There are, however, a few items that must be set by the user in accordance to the region of product use and user specifications: ISDN TID, ISDN Sub No., ISDN Dial Mode, and Speech Receive.*

Note 2: *The G3 Dual Line board is also an optional feature, but this too must be ordered from the supplier and cannot be installed by the user.*

Features

The following is a summarised list of the many standard features offered by your new fax machine:

- **User friendly control panel.** Special programming keys, 40-key plate for pre-programmed telephone numbers, 10-key pad for standard dialling and programming, and more.
- **80-character LCD (4 rows × 20 characters).** Easy to read display for operation guidance, clock display, function information, etc.
- **Automatic document feeder (ADF).** Capacity of up to 50 sheets of recommended letter/A4 paper.
- **Speed dialling.** Set up to 40 (Model A) or 80 (Model B) pre-programmed telephone numbers for automatic one-touch faxing, as well as an additional 150 numbers for 2- or 3-digit speed dialling.

- **Group dialling.** Create as many as 20 groups of telephone numbers and send documents to multiple locations with a single selection (broadcast faxing).
- **Automatic alternate call.** Dials a second (alternative) telephone number if the number originally dialled is busy.
- **Alphanumeric telephone directory.** Search for programmed telephone numbers by name.
- **33.6 Kbps transmission rate.** Fast, efficient communications.
- **Large-capacity memory.** 2.5MB (Model A) or 4.5MB (Model B) with battery backup.
- **Half-tone transmission.** Half-tone area of the document is processed with 64-scale gradation.
- **Advanced transmission and reception functions.** Includes delayed transmission, broadcasting (multi-location transmission), confidential message transmission/reception, relay broadcasting, polling, etc.
- **Automatic redial and page re-transmission**. Ensures document transmission when a telephone number is busy or a problem occurs in the communications process.
- **Advanced memory transmission/reception features.** A number of convenient features including automatic reception into memory without printing (e.g. ideal for reception of confidential communications).
- **Dual-access operations.** Allows two tasks to be conducted at once (e.g. scan and prepare a document for transmission while another document is being received).
- **Power saving.** Power supply unit realises energy savings through low power consumption - only 0.5W in standby state.

Note: *Not available or effective if internet fax, network print/scanner kit or MFP are installed.*

- **Automatic answering mode detection.** Distinguishes between incoming fax and voice communications, allowing the use of an answering machine on the same telephone line.
- **Closed network.** Prevents the reception of unsolicited communications.

- **Fax forwarding.** Document can be forwarded to a designated location after being stored in memory. Setting can also be used to forward a document when the local fax machine is out of toner or paper.
- **No paper reception.** Allows continued reception of documents when toner or paper runs out by storing data not yet printed in the memory of the fax machine.
- **Polling.** Allows the transmission and reception of documents from remote fax machines with polling capabilities.
- **Copier function.** Make up to 99 copies of a document at one time.
- **Progress reports.** Enable tracking of transmission status, machine operations, settings and maintenance requirements.

Product options

The following are optional devices which can be purchased to expand the functions of your fax machine:

- **Second paper tray.** Increases paper holding capacity by 500 sheets (universal size: legal, letter, A4).
- **Expanded memory.** Adds more memory to increase storage capacity. Available in 2.0, 4.0 or 8.0 Mbyte boards.
- **Telephone handset.** Connects directly to the machine and operates like a standard telephone.

Note: *This is optional in some countries only and is not available when the ISDN G4 board is installed.*

- **MFP PC interface kit.** Installation of MFP software (hardware provided as standard feature) enables a machine to operate as a multifunction peripheral (MFP) providing printer, scanner and fax modem capabilities when connected to a personal computer. (For further details, please refer to Appendix B.)
- **Internet Fax and Network printer/scanner.** Enables your fax machine to operate as a Network printer via your Local Area Network (LAN), and enables the Fax to E-mail function. (For further details, please refer to Appendix C.)
- **ISDN G4 board.** Enables your fax machine to operate over ISDN circuits in G4 mode at ITU-T G4 specifications while maintaining communications capability with G3 fax machines. This option is supplier installed. (For further details, please refer to Appendix D.)

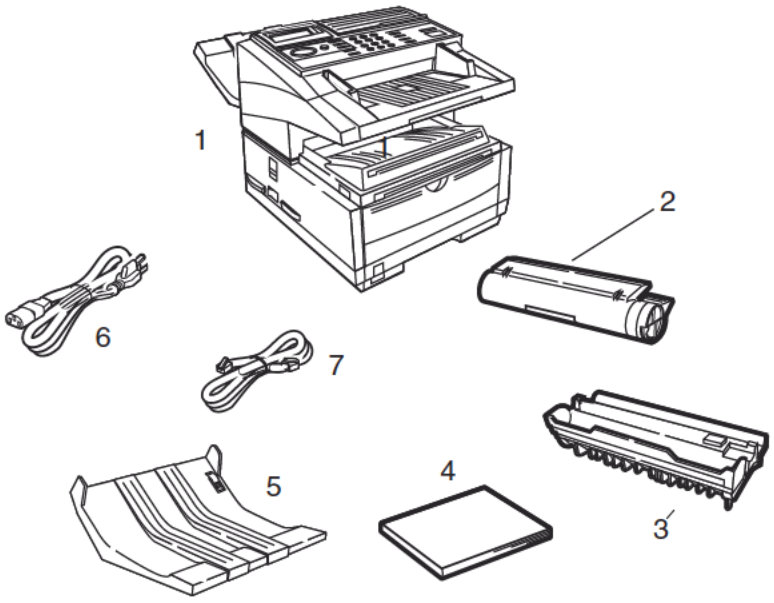
- **G3 dual line.** Installation of this option enables two lines to be used concurrently. This option is supplier installed. (For further details, please refer to Appendix E.)
- **600 dpi communication.** Allows the sending, receiving and copying at a resolution of 600 dpi (dots per inch). Can only be used if the optional 8 Mb of memory is installed. (For further details, please refer to Appendix F.)

Component identification

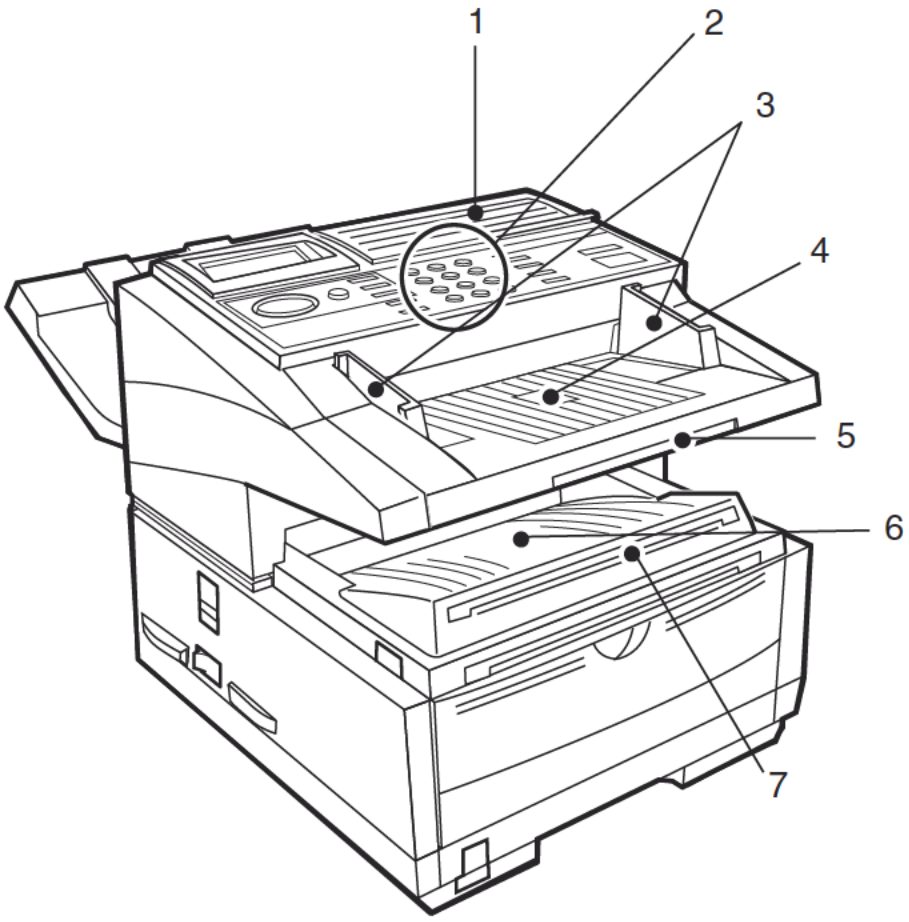
Your new fax machine package should contain the following items:

1. Fax machine main unit
2. Toner cartridge
3. Image drum unit (inside main unit)
4. User's Guide (this manual)
5. Document stacker
6. AC power cable
7. Telephone line cable

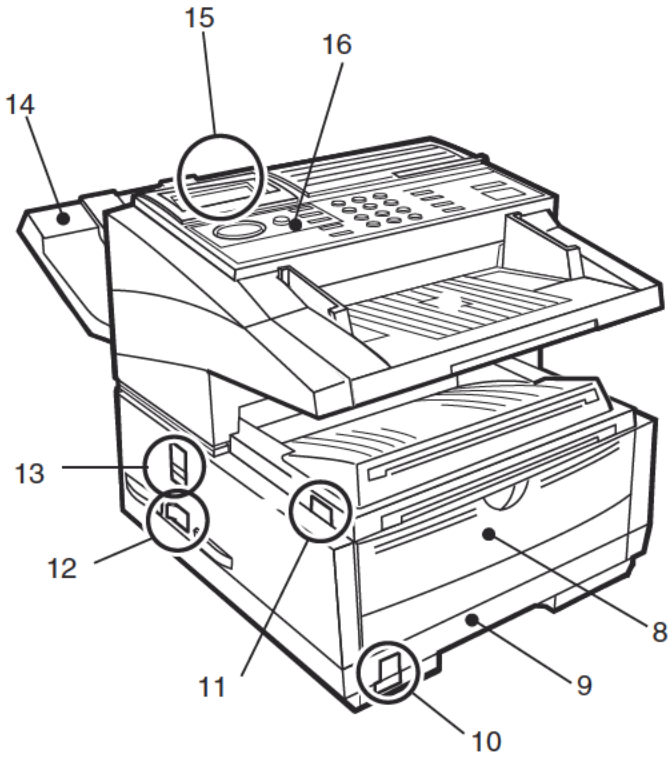
If anything appears missing or damaged please contact your supplier as soon as possible.



Components



1. **One-touch Keypad** - Use for one touch dialling of preprogrammed telephone numbers and entering alphanumeric and special characters, etc for programming, ID entries and writing e-mail messages.
2. **Numeric Keypad** - Use to enter telephone numbers, program information, manual dialling, etc.
3. **Document Guides** - Adjust guides to the width of documents to be faxed or copied.
4. **Document Tray** - Holds documents to be faxed or copied (above copy stacker tray).
5. **Document Tray Extension** - Pull-out extension for supporting long documents.
6. **Copy Stacker** - Holds document copies after copying process.
7. **Copy Stacker Extension** - Pull-out extension for supporting long documents.



8. **Front Panel** - Fold out for access to manual paper feeder (bypass paper tray) when needing to feed different types of paper directly into the machine.

9. **Paper Tray** - Holds 250 sheets of paper (universal type: legal, letter, A4).

10. **Paper Indicator** - Indicator to show level of paper remaining in paper tray.

11. **Release Button** - Two buttons, one on each side, must be pressed to gain entry to toner and image drum area.

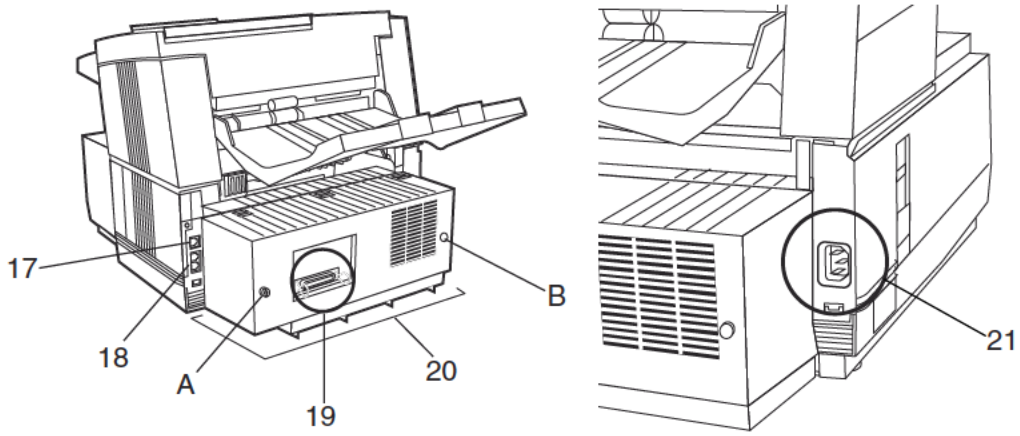
12. **Power Switch** - Press **I** to turn on and **O** to turn off.

13. **Copy Output Lever** - In the up position, copies will exit the machine facedown; in the down position, copies will exit face up. However, use in the "face up" position is only possible when copying or when using Network Print or PC Print.

14. **Document Stacker** - Holds original documents after being faxed or copied.

15. **Display Panel** - Shows status of machine and operation in progress.

16. **Control Panel (Programming Keys)** - Main keys used for programming machine settings and operations.



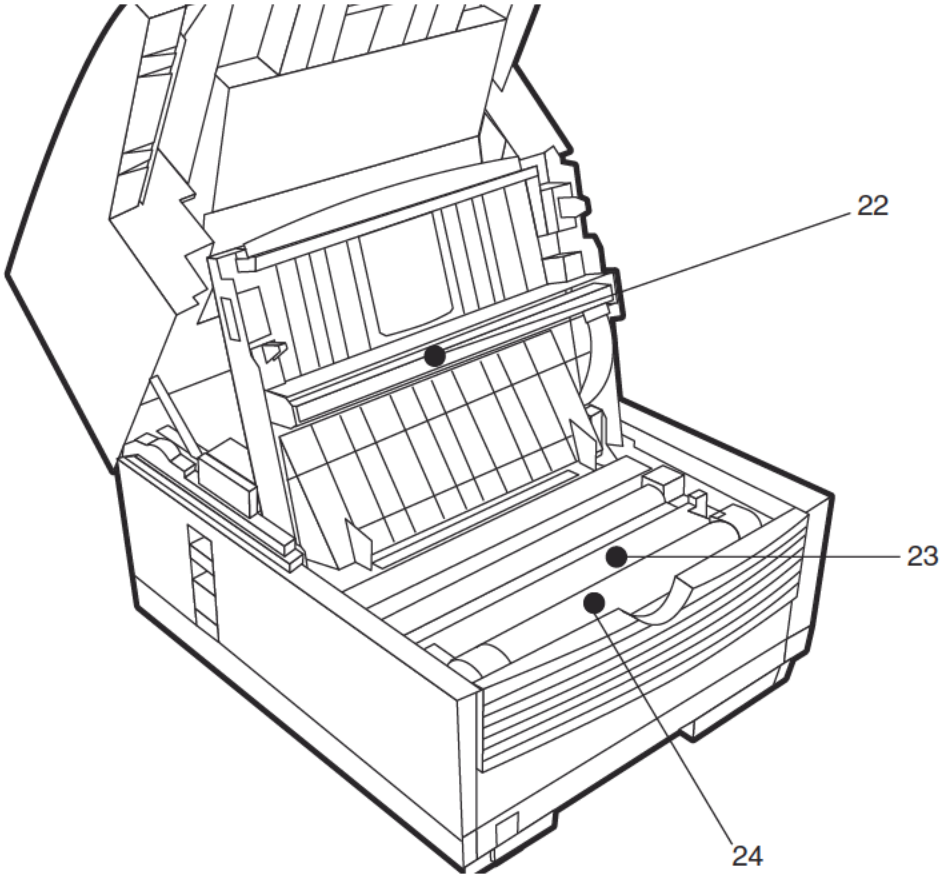
17. **Line Jack** - Jack for connection to main outside telephone line.

18. **TEL Jacks 1 (upper) and 2 (lower)** - Jacks for connecting optional telephone handset, external telephone or answering machine.

19. **IEEE-1284 Parallel Port** - Standard hardware for connection to personal computer and operation of MFP (multi-function peripheral) features.

20. **Rear Cover** - Remove this cover to expose the expansion slots for optional memory, ISDN board and network interface card. Use a Phillips screwdriver to remove screws A and B. DO NOT remove any other screws. Once you have installed the peripheral equipment, reattach the rear cover, securing it tightly with screws A and B.

21. **AC Power Socket** - Plug the AC power cable supplied with the unit into this socket.



22. **LED Print Head** - This black bar is the transfer mechanism that writes received/copied information to the image drum. The print head should be cleaned each time the toner cartridge is changed.

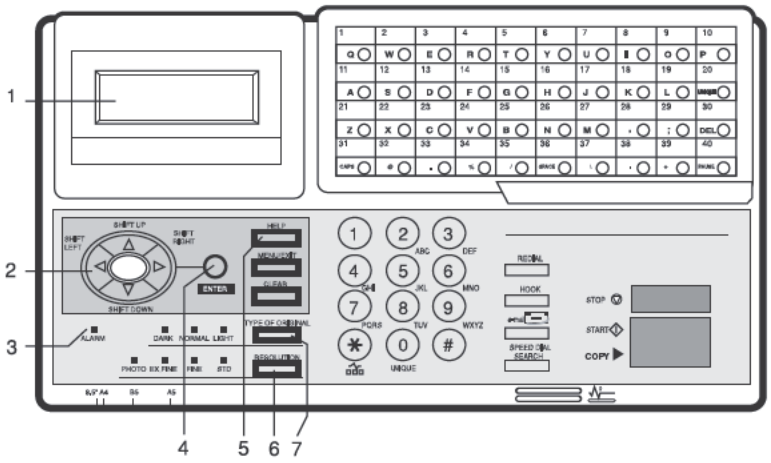
23. **Image Drum Unit** - The image drum unit contains a photosensitive drum (green in colour) which receives information from the LED print head and transfers it to the printing paper.

Note: *Only image drums specified for use in this machine and available from your authorised supplier should be installed.*

24. **Toner Cartridge** - This black cylinder, installed on the upper section of the image drum unit, contains the black powder used as the machine's ink for printing data. Install a new toner cartridge when prompted by a message on the display panel.

Note: *Only toner cartridges specified for use in this machine and available from your authorised supplier should be installed.*

Control panel keys and indicators



1. **LCD panel:** Shows instructions and information while the machine is operating, or when entering information or changing settings.

2. **Shift (▲▼◀▶) keys:** Use these keys to move up, down, left or right within the menu system or left/right when entering or editing information.

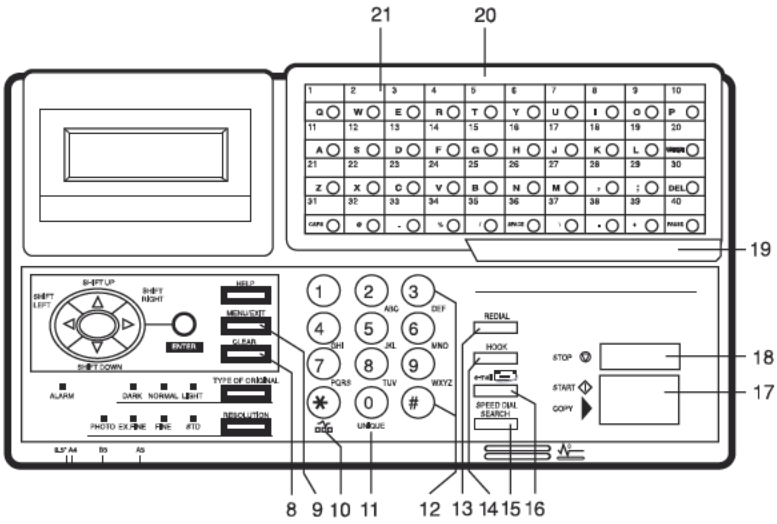
3. **ALARM indicator:** This indicator light will illuminate and an alarm will sound to notify you if problems occur. To turn off the alarm indicator, press the STOP key and correct the problem.

4. **ENTER key:** Use this key to determine/register a menu option or setting, determine the location of a broadcast operation, display the results of a transmission or print-out a Message Confirmation Report when the machine is in the standby mode with no document set in the document tray.

5. **HELP key:** Press this key to print out a function list and instructions on how to carry out the most likely used features on the machine.

6. **RESOLUTION key** (PHOTO, EXFINE, FINE, STD indicator lights): Use this key to set the desired resolution of the fax/copy after loading your document. Use the PHOTO setting when the original document includes half-tone images.

7. **TYPE OF ORIGINAL key** (DARK, NORMAL, LIGHT indicator lights): Use this key to set the contrast after loading the document. Use LIGHT for originals that are too light, NORMAL for originals with good contrast, and DARK for originals that are too dark.



8. **CLEAR key:** Use this key to cancel ID, telephone number and programming entries.

9. **MENU/EXIT:** Use this key when the machine is in standby state to activate the Menu mode. When Menu mode is activated, press this key to exit the mode and return to the standby state.

10. ***/TONE key:** If the machine is set for pulse dialling, pressing this key will switch from pulse to tone dialling during the current call. This key can also be used during programming to create numbers with mixed pulse-tone operation.

Note: *Due to local regulations, this key may not be available in some countries.*

11. **0/UNIQUE key:** Use this key as "0" when dialling telephone numbers. When programming the Sender ID, Location ID, etc., use this key to enter unique characters (symbols and various European alphabetic characters).

12. **Numeric keypad:** These 12 keys work like the keypad on a standard telephone when dialling a telephone number. They are also used when programming the machine, and to input speed dial numbers after pressing the SPEED DIAL key. The "#" key is used for selecting pre-programmed groups of telephone numbers for group dialling (broadcasting).

13. **REDIAL key:** Press this key to automatically redial the last telephone number dialled on the machine.

14. **HOOK key:** Use this key to open the telephone line for manual dialling with the numeric keypad or external telephone handset.

After pressing this key, it will be possible to hear the dial tone and dialling code through the machine's speaker.

15. **SPEED DIAL/SEARCH key:** After loading a document, press this key and then enter the programmed Speed Dial (One-Touch or 2- or 3-digit) number for the location. The speed dialling function will automatically dial the telephone number and transmit the fax. After pressing the SEARCH key, it is possible to search corresponding location IDs when alphanumeric characters are entered. The SPEED DIAL key can also be used with the # key and numeric keypad for group dialling.

16. **E-mail key:** This key is enabled when an Ethernet board is installed. Press this key to enter the e-mail address of the recipient.

17. **START/COPY key:** Use this key to initiate transmission after loading a document and selecting the location, start manual fax transmission or reception, return the machine to normal operation from the Power Save mode, or start the copying function.

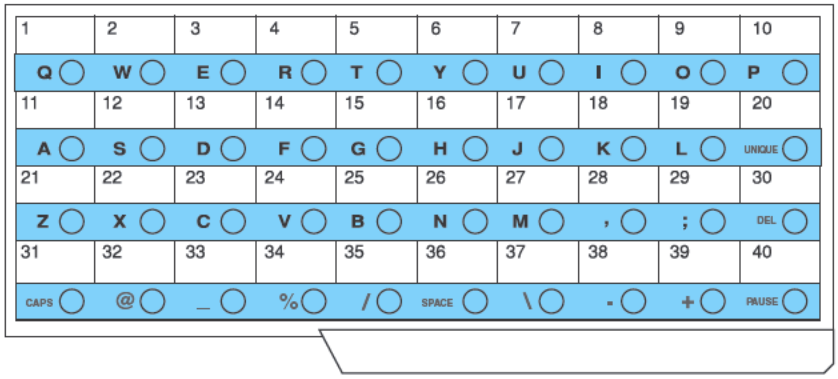
18. **STOP key:** Use this key to cancel the operation shown on the display, cancel the transmission of a fax (press twice within 3sec) or to cancel an alarm (ALARM indicator light will illuminate). After loading paper or installing a new toner cartridge or image drum unit, press this key to cancel the alarm condition. It can also be used to return to higher operational levels when programming the machine.

19. **One-touch keypad latch to second panel (Model B only):** Lift this latch to reveal a second panel of one-touch keys.

20. **One-touch keypad:** For a detailed description of the One-touch keypad functions, please refer to the next section.

21. **One-touch labels:** After programming a telephone number into a One-touch key, write the name of the location on the label for the One-touch key. Remove the plastic covering the label, write the name using a pencil, and then replace the cover.

One-touch keypad



The one-touch keypad is the fax machine's most convenient tool. Use these keys for quick, one-touch dialling and programming of other machine operations. You can also assign telephone numbers (up to 40 digits each) to a one-touch key, and alphanumeric names of up to 15 characters in length.

Using one-touch keys for dialling

To use one-touch keys for dialling, after the telephone number(s) for the key have been programmed (see "Programming Dialling Directories" in Chapter 4), simply load the document to be faxed and press the key for the location where the fax is to be sent. Two telephone numbers can be programmed for each one-touch key, a primary number which is always dialled first, and an alternate number which is automatically dialled if the first number is busy or the call is not answered.

Using one-touch keys for search

After pressing the SEARCH key, use these keys to make an alphabetical search for names of telephone numbers previously programmed.

Using one-touch keys for programming

The one-touch keys are also useful for programming names and telephone numbers in the machine's memory. In addition to the alphanumeric keys, a number of special keys are provided for programming convenience:

Alphabet keys (one-touch keys #1 to #27, except #20): When programming the Sender ID or Location ID, use these keys to enter alphabet characters.

Unique key (one-touch key #20): Use the same as the "0" of a 10-keypad, and for entering symbols and special European alphabetic characters.

DEL key (one-touch key #30): Use this key to delete characters at the position of the cursor in the display panel when entering ID, telephone numbers or programming functions.

CAPS Key (one-touch key #31): Use this key to switch between upper-case and lowercase when entering alphanumeric characters.

SPACE key (one-touch key #36): Use this key to enter spaces when programming the machine. Unlike the PAUSE key, spaces provide easier reading only and have no effect on dialling characteristics.

PLUS (+) key (one-touch key #39): Each fax number entered or programmed into the machine can be up to 40 digits long. If there is a need to dial a number longer than 40 digits, it is possible to dial the number using any combination of Speed Dial numbers or the numeric keypad. To enter a chain dial number into a Speed Dial number, press the PLUS key at the 40th position of the first part of the number to indicate it is a chain dial number, then complete the process by following the procedures required for entering another Speed Dial number (in which the second part of the number should be entered). A plus sign (+) in any other position denotes a PBX, public line, international line or flashing switches.

PAUSE key (one-touch key #40): Use this key to enter automatic 3-second pauses in dialling when programming telephone numbers. For example, use this key to tell the machine to wait for an outside or international line to open. Pauses in a telephone number dialling sequence are indicated by a "P".

Other: Special character keys (, ; @ _ : / \ . +).

Second panel of one-touch keys (Model B only)

To access the second panel of one-touch keys (41-80) grasp the latch at the bottom of the keypad and lift up on the main panel, swinging it up and to the rear. After pressing the desired key(s), close the panel.

Signal tones

The machine emits a number of sounds to inform the user of specific conditions.

Key select tone - This is a short beep emitted each time a key is pressed.

Error tone - If an inappropriate key is pressed, the machine will emit three short beeps. If there is a problem with operations during communication, the machine will emit five long beeps. Press the STOP key to turn

the error tone off and then print a Message Confirmation Report to check the source of the problem. To do this, press the ENTER key twice in succession with no documents loaded.

End of session tone - At the end of each successful faxing session, the machine will emit a long beep to confirm that there were no errors or problems in the communication.

Off-hook alarm tone - If the machine is equipped with a telephone handset and if the receiver of the handset is left out of the cradle when not in use, the machine will emit an intermittent warbling sound. To turn off the alarm, replace the handset in the cradle.

Chapter 2 - Functions

The programming keys on the left side of the control panel are designed to provide simple operation of the numerous functions provided by the machine. The following offers a brief explanation of how to use these keys.

Menus and functions

The programming menu system is designed in a tree like structure with four different levels. The MENU/EXIT, ENTER, and the four SHIFT keys (▲▼◀▶) keys allow navigation up and down the menu, and left or right to different levels for selecting functions and their settings.

The type of functions displayed in the menus depends on whether or not a document is loaded in the document feeder. If there is no document loaded, the menu of functions for operations not related to the actual sending of documents are shown. (Pressing ▲ key will switch to the menu of functions for operations related to the actual sending documents). If a document is loaded in the document feeder, the menu of functions for operations related to the actual sending of documents are shown. (Pressing ▼ key will switch to the menu of functions for operations not related to the actual sending of documents.)

Menu level 1

When first switched on, the machine will wait in standby mode, showing the time, machine mode and amount of memory available. By pressing MENU/EXIT, the machine will enter the menu at level 1.

To navigate this layer:

▲ or ▼:	move cursor up or down to the desired function
◀ or STOP:	return to standby mode
ENTER or ▶:	enter menu level 2 for the function indicated

Note: *If the display indicates that the fax machine is in power save mode, press START first before pressing the MENU key.*

Menu level 2

At this level up/down navigation is only possible within the function selected at level 1. To move to a completely different function category press the ◀ or STOP key to move back to level 1 and then use the ▲ and ▼ keys to move up or down the menu level to the required function.

To navigate this level:

▲ or ▼:	move cursor up or down to the desired function
◀ or STOP:	return to level 1
ENTER or ▶:	enter menu level 3 for the function indicated

Menu level 3

This level lists functions or settings specific to the function chosen at level 2.

To navigate this level:

▲ or ▼:	move cursor up or down to the desired function
◀ or STOP:	return to level 2
ENTER or ▶:	enter menu level 4 for the function indicated

Menu level 4

Where a further level of detail is required, level 4 lists functions and settings specific to the function chosen at level 3. If there is a number to the left of the function title, the function can be accessed by a shortcut entry (see “Speed Access” later in this chapter).

To navigate this level:

▲ or ▼:	move cursor up or down to the desired function
◀ or STOP:	return to level 3
ENTER or ▶:	determines or registers the function or setting indicated and returns to the menu options in level 3 or to standby mode

Note 1: *Pressing the STOP key at any time will return to the preceding level.*

Note 2: *Pressing MENU/EXIT at any time during the programming process will exit from the menu system and return the machine to standby mode.*

Accessing functions

There are two methods for accessing functions: step access and direct (speed) access.

Step access

To access functions in a stepwise manner, the procedure is similar to navigating the menu levels. Begin by pressing MENU/EXIT, and then use the programming keys to locate, enter and set the desired function.

For example, to set the number of times the machine redials a number. When the machine is in standby mode, with no document loaded, more than 10 keys must be pressed for Redial Tries to appear on the display.

1. Press MENU/EXIT.
2. Press ▼ three times to select Setup.
3. Press ENTER or ▶ to enter Setup menu.
4. Press ▼ three times to select Dial Options.
5. Press ENTER or ▶ to enter Dial Options.
6. Press ENTER or ▶ to enter Redial Tries.

Speed access

If the function is assigned a speed access number, typing this number in at the menu display prompt at level 1 will bring up the setting or registration display in level 4 for direct access.

Note 1: *Speed access numbers are only assigned to SETUP menu functions (level 4.)*

Note 2: *Speed access can only be initiated from the level 1.*

Note 3: *Numbers must be entered in 2-digit form (i.e., 00-99)*

Note 4: *Speed access numbers are set at the factory and cannot be changed. Some numbers are not available depending on the country in which a machine was purchased and whether or not the machine is equipped with the appropriate option(s).*

For example, to set the number of times the machine redials a number. When the machine is in standby mode, with no document loaded, only 3 keys must be pressed for Redial Tries to appear on the display.

1. Press MENU/EXIT.
2. Press “4” and “0” keys.
3. Wait and Redial Tries appears on the display.

The following table lists the speed access numbers and their assigned functions. Please note that some of the functions in this list may not be able to be set by the user. If required, consult your supplier for details.

Code	Function	Code	Function
00	Clock adjustment	01	TSI/CSI
02	TSI/CSI option	03	Sender ID
04	Personal box	05	Memory password
06	Department code	07	ISDN TID
08	ISDN sub No.	10	Auto answer mode
11	Monitor volume	12	Buzzer volume
13	User language	14	Remote diagnosis
15	TX mode default	16	No toner memory receive
17	Memory full save	18	Instant dial
19	Department code	20	ECM function
21	Closed network	22	Toner save
23	Sender ID switch	24	Width reduction
25	1st paper size	26	2nd paper size
27	Power save mode	28	Relay print
29	600 dpi function	30	ISDN dial mode
31	Speech receive	32	Option line type
33	Backup file transmit	40	Redial tries
41	Redial interval	42	Auto start
43	Dial tone detect	44	Busy tone detect
45	MF/DP	46	Pulse dial rate
47	Pulse make ratio	48	Pulse dial type
49	MF tone duration	50	PBX line
51	Flash/earth/normal	52	Dial prefix
60	Incoming ring	61	Remote receive
62	T/F timer programme	63	Continuous tone
64	PC/fax switch	65	CNG count
66	Ring response	67	Distinctive ring
70	MCF (single location)	71	MCF (multiple location)
72	Image in MCF	73	Error report (MCF)
80	Auto tray switch	81	Paper size check
82	LAN print time out	83	POP interval
84	Delete POP message	85	GMT time difference
86	Text print	87	Header print
88	Coding mode	89	Ex. fine mode
90	Sender ID (Email)	91	Domain name
92	Return receipt	93	Receipt Format
94	Send File Format	95	POP GW Setting
96	GW Forward Text	97	Send Notification
98	Network Settings		

Note 1: *Speed access number 06 Department Code will only be displayed when speed access number 19 is set to ON. See Chapter 6 'Restrict Access ID (Department Code)' for further information.*

Note 2: *Speed access number 27 Power Save Mode is not displayed when network interface card (NIC) is installed.*

Note 3: *Speed access number 28 Relay Print only applies to Model B.*

Note 4: *The above list contains numbers (listed below) that are only displayed when an option is installed.*

G3 Dual Line Option

02 TSC/CSI Option, 32 Option Line Type

G4 Option

07 ISDN TID, 08 ISDN Sub. No, 30 ISDN Dial Mode, 31 Speech Receive.

2'ND Tray Option

26 2'ND Paper Size

8MB Memory Option

29 600 dpi function

LAN Option

80 Auto Tray Switch,
81 Paper Size Check,
82 LAN Print Timeout,
83 POP Interval,
84 Delete POP Message,
85 GMT Time Difference,
86 Text Print,
87 Header Print,
88 Coding Mode,
89 Ex. Fine Mode,
90 Sender ID (Email),
91 Domain Name,
92 Return Receipt,
93 Receipt Format,
94 Send File Format,
95 POP GW Setting,
96 GW Forward Text,

97 Send Notification,
98 Network Settings

Chapter 3 - Installation

Getting started

To install your new fax machine, please thoroughly read and follow the instructions provided in this chapter. There are a number of initial settings that should be made before your fax machine can operate properly. Please complete these steps before using it.

If you have purchased an option package with the machine, please refer to the documentation received with that option as well as to the appendices in this user's guide.

Where to install machine

- Place the machine in a dust-free location out of the path of direct sunlight.
- Allow sufficient space on each side of the machine to ensure adequate ventilation.
- Make sure that both power and telephone outlets are nearby and easily accessible.
- Choose a location where relative humidity remains between 20 to 80% and temperature between 10 to 32°C (50 to 90°F).

Unpacking

Before beginning to set up the machine, confirm that all of the items listed below were included in the fax carton. Remove the contents and place the items on a sturdy, clean surface.

- Fax unit
- Toner cartridge
- Image drum unit (inside fax unit)
- AC power cable
- Telephone line cable
- Document stacker

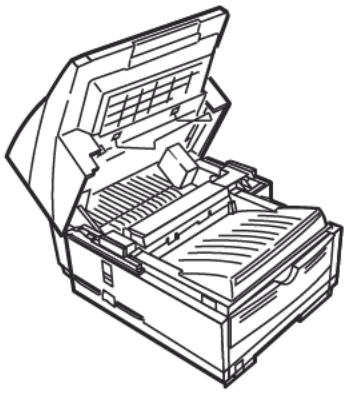
- This user's guide

Please refer to the illustration in Chapter 1 for component identification. If there is any item missing, immediately contact your supplier.

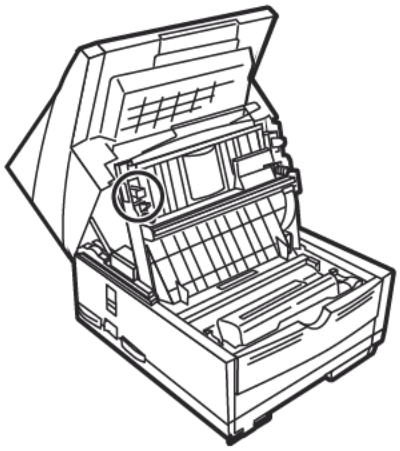
Setup

Inserting the toner cartridge

1. Using both hands, carefully lift up on the document tray until it reaches a semi-upright position. (The top half of the fax unit moves upward and back on hinges to expose the copy stacker.)



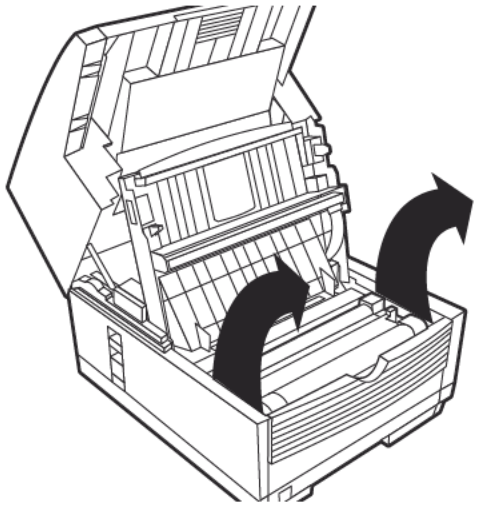
2. To open the image drum/toner cartridge compartment, firmly press on the release buttons on both sides of the copy stacker, releasing the compartment latch. Open the compartment by lifting up on the copy stacker section.



Caution:
Never expose the image drum unit for more than 5 minutes. Never expose the image drum unit to direct sunlight. Always hold the image drum unit by the ends. Never touch the surface of the green drum in the image drum unit.

Caution:
This machine will only operate using the correct image drum specified for it. The use of any other image drum will result in machine malfunction and display an operation error.

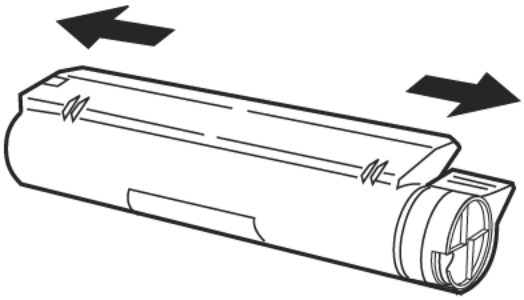
3. Only touching the image drum unit at the ends, carefully lift it out of the compartment. Set the unit on a clean, dry surface out of direct sunlight.



4. Remove the protective sheet from the image drum unit, and the packing material from the toner well.
5. Place the image drum unit back into the machine. Press down firmly on the locations marked "PUSH" (immediately above the toner well) until the image drum snaps into place.

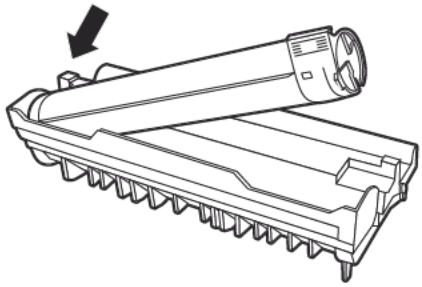
Caution:
This machine will only operate using the correct toner cartridge specified for it. The use of any other toner will result in machine malfunction and display an operation error.

6. Before removing the toner cartridge from its packaging, check to confirm that it is the correct cartridge for the machine. After confirming it is the correct toner cartridge, remove it from the packaging and gently shake it from side to side to evenly distribute the toner powder.

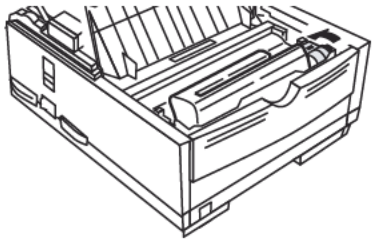


7. Carefully peel the white plastic seal away from the bottom of the toner cartridge. With the ridged side facing up and grey lever on the right, insert the toner cartridge into the toner well left end first.

Caution:
Please be certain that the cartridge is not inserted backwards.



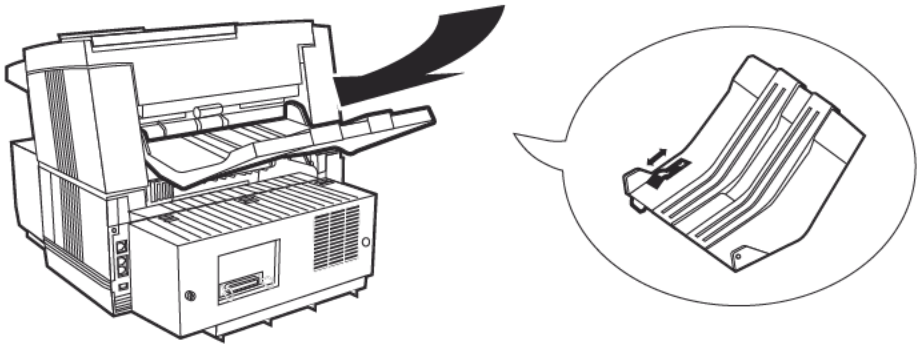
8. With the cartridge in place, push the grey lever forward to secure it and release the toner.



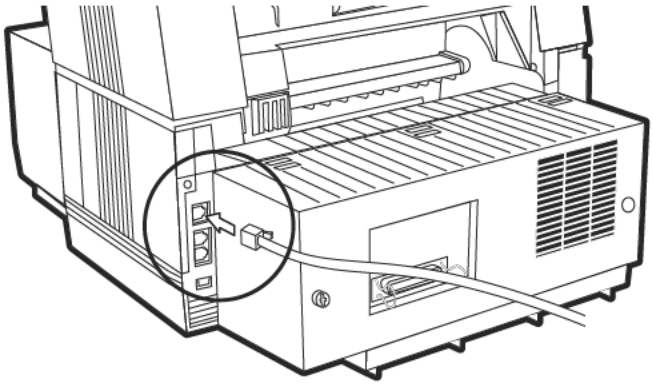
9. Close the compartment latching the cover securely, return the upper section of the machine to operating position, and reattach the document stacker to the rear of the machine.

Attaching the document stacker

Attach the document stacker at the document exit on the back of the machine using the latching mechanism provided. Adjust the slide lever to select the angle at which the document stacker is attached.



Connecting the telephone line

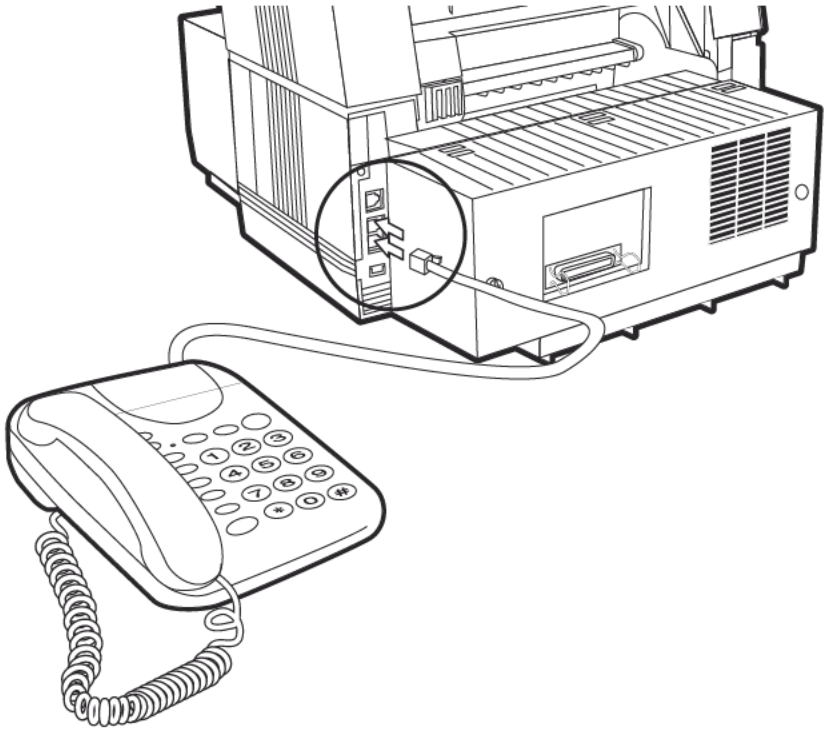


1. Plug one end of the telephone line cable into the LINE socket (uppermost telephone socket) on the rear of the machine.
2. Plug the other end of the cable into the wall telephone socket.

Note: *Be sure to connect this line before connecting external telephone or optional handset to the machine.*

Connecting an external telephone/answering machine

1. Plug the telephone cable into the TEL socket (located immediately below the LINE socket) on the rear of the machine. (In certain countries it may be necessary to use a telephone plug adapter).



2. Plug the other end of the telephone cable into the socket on the external telephone or answering machine.

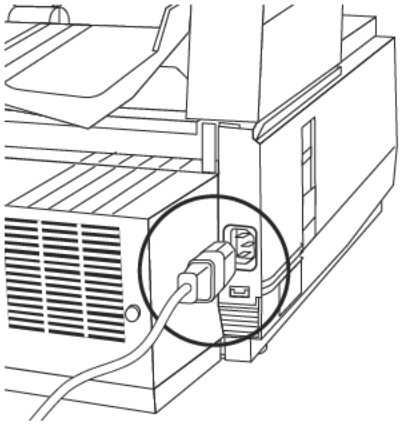
Note 1: *If connecting both a telephone and answering machine, first connect the answering machine to the fax machine, and then connect the external telephone to the answering machine.*

Note 2: *The TAD mode must be set in the "ON" position for an answering machine to work with this fax machine. Please refer to "Dialling/Incoming Call Modes" in this chapter.*

Connecting power cable

WARNING
BEFORE CONNECTING THE POWER CABLE, PLEASE ENSURE THAT THE POWER SWITCH IS IN THE OFF POSITION (O IS DEPRESSED).

1. Plug the corresponding end of the power cable into the power inlet on the rear of the machine.



2. Plug the other end of the power cable into an earthed AC power socket.

WARNING
CHECK TO CONFIRM THAT THE VOLTAGE OF THE POWER OUTLET IS COMPATIBLE WITH THE OPERATING VOLTAGE OF THE MACHINE. INSUFFICIENT OR EXCESSIVE MAINS VOLTAGE WILL DAMAGE THE MACHINE AND MAY ALSO BE HAZARDOUS TO THE MACHINE OPERATOR.

3. Turn the power switch to the ON position (**I** depressed). After the warm-up cycle, the time and current answering mode will be shown on the display. The machine is now in standby mode.

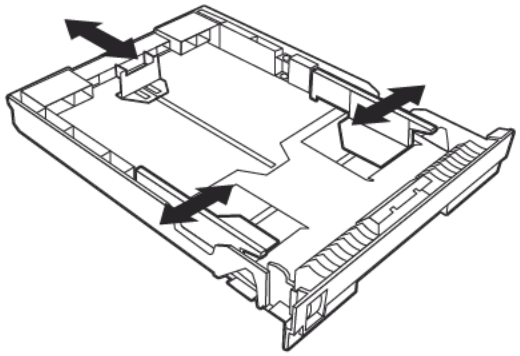
Loading paper

The standard paper tray can hold up to 250 sheets of standard-weight (75g/m² – 20lb) paper. For best results, use paper specifically made for laser printers or photocopiers. The machine is set for universal adjustment, allowing the use of A4, letter or legal sized paper. The machine automatically reduces the vertical length of received page images to fit on the paper installed.

Note 1: *Reduction down to 75% of the size of the original; e.g., if the paper tray is loaded with A4 or letter-sized paper, a document sent on legal paper will be reduced to fit on the paper loaded in the machine.*

Note 2: *Factory setting is for A4 paper. If another paper size will be used, change the 1'ST PAPER SIZE setting of the user functions to match the appropriate paper size.*

1. Remove the paper tray from the machine.
2. Adjust the paper guides to the width of the paper to be loaded.



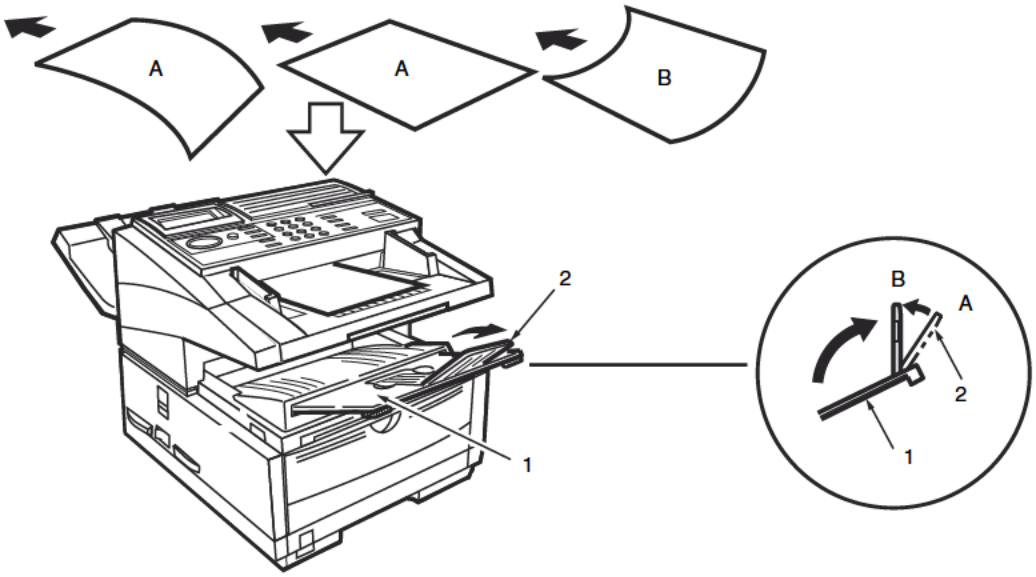
3. Lift up on the paper length adjustment guide and set it to the length of the paper. If using legal paper, extend the paper tray by folding down the rear of the paper tray and move the paper length guide fully to the rear of the paper tray.
4. Load the paper, face down, into the tray (up to 250 sheets).
5. Return the paper tray to its slot, and push it in gently but firmly until it latches in place.

Note: *Be sure the paper fits under the tabs at both edges of the tray. Do not fill past the Paper Full marker.*

Paper stacker settings

The paper stacker should be set up to match the paper quality used in the fax machine. If the paper stacker is not set correctly or if the paper is not within the specified stacking capacity, the paper may not stack properly or paper jams may occur. (If your paper has curled edges this may restrict the stacking capacity of the machine.)

1. **For paper with no curl or downward curling paper:** pull out the sub-tray (1) and fold out the sub-stacker (2) to position A.
2. **For upward curling paper:** pull out sub-tray (1), fold out sub-stacker (2) to position B, and push sub-tray (1) back in.



Clock adjustment

To ensure that the correct date and time appear on transmitted and received faxes, and also to enable use of the many time-sensitive features of your fax machine, the system clock needs to be set. This section describes how to set the correct date (mm/dd/yyyy or dd/mm/yyyy format set by product region) and time (00:00-23:59). Speed access No. 00.

1. Press MENU/EXIT to enter the system menu.
2. Enter the speed access number (00). The time and date prompt will be displayed.
3. Enter the current date (xx/xx/xxxx) and time (hh:mm) using numeric keys (0-9), then press ENTER.
4. Press MENU/EXIT to return to standby mode.

Note: *Entering of invalid data (for example, the wrong date format was used) will render the ENTER key ineffective.*

Fax ID

The machine will use the information input under this function to identify itself during communications. In most countries the programming of this information into the machine before use is a legal requirement. In certain countries this information must be set by the installation engineer and is not user adjustable. In such cases the adjustments described here may not appear in the standard menu.

TSI/CSI: The telephone number assigned to this machine. It will be printed on the top of faxes sent and appear on the displays and reports of other fax machines communicated with. A TSI/CSI can be up to 20 characters long. Speed access No. 01.

TSI/CSI Option: This registers the telephone number for the second line and is disabled when this G3 option is not installed. The same limitations as TSI/CSI apply. Speed access No. 02.

Sender ID: A descriptive title (usually the machine location or name of company or office). This information will be printed at the top of every fax sent. Up to 32 characters can be entered; the first 16 characters of the Sender ID are also assigned as Personal ID, which may appear on the displays or reports of other fax machines communicated with. Speed access No. 03.

1. Press MENU/EXIT to enter the menu.
2. Enter the speed access number 01 (TSI/CSI) and wait for the TSI/CSI prompt message to appear.
3. Enter up to 20 numbers and characters (0-9/Hyphen/Space/+), press ENTER.
4. Press ▼ to select Sender ID and then press ENTER or ▶.
5. Enter up to 32 numbers and characters (0-9/*/#/a-z/A-Z/Pause/Hyphen/Space/+), press ENTER.
6. Press MENU/EXIT to return to standby mode.

Note 1: *Sender ID can also be accessed from the main menu by entering its speed access code 03.)*

Note 2: *TSI/CSI Option is displayed when the G3 option board is installed.*

Machine settings

Answering modes

The machine has a number of answering modes which determine how incoming calls (both fax and voice) are handled. The current answering mode is shown on the display when the machine is in standby mode. The most appropriate mode varies depending on how the machine is used and the external telephone devices connected to it. Review the answering modes listed below and then program the machine to the mode which best meets your requirements. Speed access No. 10.

Note: *Only FAX, MEM and FWD answering modes operate when the G3 option board is installed. When the fax machine is set to another mode, it will operate as FAX.*

Auto Receive Mode (FAX): This is the best mode if the machine is connected to a telephone line dedicated to fax communications. The machine will assume that all incoming calls are faxes and automatically process them as such.

Manual Receive Mode (TEL): This is the best mode if the same telephone line is used for voice and fax communications and the majority of incoming calls are voice oriented. Each time someone calls, the machine will emit a ring like a telephone (ring is disabled if ISDN board is installed). The calls can be taken using an external telephone (or the optional telephone handset) connected to the machine. If a fax tone is heard when the receiver is picked up, simply press the START key and then hang up the telephone to receive the fax. In this mode no incoming calls will be answered automatically.

Telephone/Fax Automatic Switch Mode (T/F): The best mode if incoming calls are a mixture of fax and voice communications. In this mode, the fax detects whether or not the incoming call is fax or voice oriented. If the call is from another fax machine, the machine switches to FAX and receives the message. If the call is voice oriented, the machine will emit a ring like a telephone, and if the call is not answered it will switch to the FAX to allow the calling party to send a fax manually.

Note: *This mode is not available if the optional ISDN G4 board is installed.*

Telephone Answering Device/Fax Automatic Switch Mode (TAD): This mode should be used if an answering machine is connected to the fax machine. Like T/F, TAD detects whether or not the incoming call is fax or voice oriented. If it is a fax, the machine will receive the message without activating the answering machine. If the incoming call is a voice communication, the machine will ring as it does when in TEL mode. If the call goes unanswered, the machine transfers the call to the answering machine, allowing the calling party to leave a message. If the caller decides to send a fax, the machine automatically switches modes to receive the fax.

Note 1: *This mode is not available if the optional ISDN G4 board is installed.*

Note 2: *TAD is normally not activated. To have it activated, please contact your supplier.*

Memory Reception Mode (MEM): Data from incoming fax communications is stored in memory even if there is paper loaded in the machine. The PRINT OPERATION function is used to print out the data stored in memory when the machine is in MEM.

Note: *If a memory password has been set (see Memory Password in Chapter 6), this mode cannot be changed to another mode without first entering the password. After entering the password and switching between modes, there is no need to enter the password again when printing data from memory without returning to the standby mode. However, faxes received and marked for confidential or polling will be stored in memory and not forwarded.*

Forwarding Mode (FWD): When set to this mode the machine will receive all fax communications into memory, and then automatically send the messages to the telephone number programmed into the Call Forwarding function (*see Call Forwarding in Chapter 5*).

PC Mode (PC, optional): This mode is only available when the machine is connected to a personal computer via the optional Multi-function Peripheral (MFP) software. When activated, the machine does not respond to the ring signal, but forwards it directly to the computer. Fax reception by the computer is enabled upon receiving the call signal.

Note: *The optional MFP driver must be installed in the computer to use this function.*

Setting answering mode

1. Press MENU/EXIT to enter the menu.
2. Enter speed access No. 10 (Auto Answer) and wait for the auto answer prompt in the display.
3. Press ▼ or ▲ to select the desired mode, press ENTER.
4. Press MENU/EXIT to return to standby mode.

Dial/incoming call parameter settings

Your fax machine offers a multitude of functions which reduce the time required for manual operation and make fax communications more efficient. Setting the following options before beginning use of the machine will ensure that it performs according to expectations during actual operation.

Note: *User adjustment of some of these functions is not permitted in some countries. In such cases those functions will not be available for setting.*

Dial parameters

Redialling Tries: If the machine dials a number but fails to obtain a response it can automatically redial several times. Redialling tries are set in one-try steps, the number of which is adjusted to meet the regulations of the country where the machine is installed (France, 1-5 tries; other countries, 0-10 tries). Speed access No. 40.

Redial Interval: This is the time that the machine waits between successive redial tries. The time interval (in 1 minute units) before redialling is set to meet the regulations of the country where the machine is installed (France, 1-12 min.; other countries, 1-6 min.). Speed access No. 41.

Auto Start: With this function set to ON, the machine will automatically begin dialling as soon as a location is selected by pressing a One-Touch key or entering another Speed Dial number. There is no need to press the START key. Available settings are ON and OFF. Speed access No. 42.

Dial Tone Detect*: This function allows the machine to wait for and detect a dial tone before dialling. A dial tone must be detected if set to ON, and need not be detected if set to OFF. Speed access No. 43.

Busy Tone Detect*: This function allows the machine to detect a busy tone when sending a fax. The available settings are ON and OFF. Speed access No. 44.

Tone/Pulse (MF/DP)*: This function controls the dialling method of the machine. There are two common dialling methods; dialling with mono-tone pulses (pulse dialling DP) and dialling with different tones (tone or multiple frequency (MF) dialling). Available settings are MF and DP. Speed access No. 45

MF (Tone) Duration*: If the machine is set to MF, this function controls the duration of the tones used for dialling (tone duration varies by country). Available settings are 75, 85 and 100ms. Speed access No. 49.

PBX Line*: This function must be turned ON if the machine is connected to a PBX. When the function is activated and the access digit function programmed, the machine will recognise the access digit in the PBX to obtain an outside line. After dialling the access digit, the machine will pause to wait for an outside line before dialling the remainder of the telephone number. Available settings are ON an OFF. Speed access No. 50.

Flash/Earth/Normal*: If the machine is connected to a PBX, this function sets the method of switching between the flash and earth modes for PBX lines. Available settings are NORMAL, FLASH and EARTH. Speed access No. 51.

Dial Prefix*: If the machine is connected to a PBX, this function is used to inform the machine the access number to use for obtaining an outside line from the PBX. Up to four digits can be input for the prefix number. Speed access No. 52.

Note: *Settings marked with * cannot be selected when ISDN G4 board is installed.*

Incoming call parameters

Incoming Ring: This function offers a soft ringing sound through the machine's built-in speaker when a call is received. If the function is set to OFF, the machine will not emit a ringing sound to announce incoming calls. If the function is set to ON, the machine will only emit a ringing sound when the machine is set to TEL (manual receive mode) or Ring Response is set to 5-20sec (except 1 ring). When set to DRC (Distinctive Ring feature), the machine will emit a ringing sound for each incoming call with the same tone even if the Distinctive Ring parameter is set to ON. Available settings are ON, OFF and DRC. Speed access No. 60.

Remote Receive: This function allows remote switching from telephone to fax mode to receive an incoming fax. If you answer an incoming call on a connected external telephone and hear a remote fax machine, you can switch your fax machine into fax receive mode without having to press the START key. Use the keypad of the optional handset or external telephone to enter the remote receive number programmed into the machine. Available settings are: OFF, 00, 11, 22, 33, 44, 55, 66, 77, 88, 99, ** or ##. Speed access No. 61.

Continuous Tone: When this function is set to ON, it is possible to choose a continuous tone at the end of receiving a fax. Pressing the STOP key turns off the tone. Speed access No. 63.

PC/FAX Switch: This function determines whether or not the machine will automatically switch to FAX when fax reception by a connected personal computer is not possible (for example, if the PC is turned off or your fax application is not running). When set to ON, the machine will automatically switch to FAX. Fax reception is disabled when set to OFF. Available settings are ON and OFF. Speed access No. 64.

Other basic parameters

Monitor Volume: The machine is equipped with a speaker for monitoring operations. This function provides a 5-level audio adjustment of the speaker (OFF, Low, Mid, High-Mid, High). Speed access No. 11.

Buzzer Volume: The machine is equipped with a buzzer that sounds when a fax communication ends or, if an external telephone is connected, when the receiver is not properly returned to its cradle after use. The settings are Low, Middle and High. Speed access No. 12.

User Language: Two language variations were installed in the machine at the factory. The language programmed will be used for showing captions on the display and for printing reports. Speed access No. 13.

Note: *Your supplier may be able to provide additional languages for installation.*

Paper size setting

The machine is capable of supporting two different paper settings (when the 2nd-Tray option is installed).

1'ST Paper Size: Use this function to set the primary size of paper used in the machine. Speed access No. 25.

2'ND Paper Size: Use this function to set a secondary paper size. Setting cannot be made unless 2nd-Tray option is installed. Speed access No. 26.

Message confirmation report options

The Message Confirmation Report (MCF) is a very convenient feature, often used on a daily basis to ensure that faxes were sent or arrived at the proper destinations. The following functions are for setting MCF parameters.

MCF. (Single-Loc): Set in the ON state, a MCF will be printed out automatically for single location transmissions. When set to OFF, no report will be printed out. Speed access No. 70.

MCF. (Multi-Loc): Set in the ON state, multiple location transmission MCF's will be printed automatically. When set to OFF, no report will be printed out. Speed access No. 71.

Image in MCF.: Set in the ON state, a portion of the first page of the fax transmitted will be printed in the MCF. When set to OFF, no image will be printed in the report. Speed access No. 72.

Err. Report (MCF.): Set in the ON state, an error report is automatically printed if a fax communication does not end with the service code 0000 (indicates a successful transaction). When set to OFF, the report is not printed. Speed access No. 73.

ISDN G4 option

If the machine comes installed with an ISDN G4 board, the following parameters must be set prior to beginning fax operations. Additionally, the incorporation of the ISDN board also disables a number of the parameters set for analogue operations (see comments with those parameters listed).

ISDN Dial Mode: This mode is for setting the overall communication parameters of the machine when in ISDN mode. Set to G3 mode for communication with G3 machines and dialling from the keypad. Set to G4

mode for communication with G4 machines and automated G4 operations. Speed access No. 30.

Speech Receive: Set to ON, this parameter enables the reception of analogue communications from the network. When set to OFF, allows limited reception of analogue communications. The limitations when set to OFF depend on the ISDN network to which the fax machine is connected. Speed access No. 31.

***Note**: For analogue transmission capabilities, please contact your authorised supplier.*

ISDN Terminal ID (TID): ISDN TID requires the input of up to 3 numeric digits for the country code, 20 numeric digits for the ISDN subscriber number, and 10 lower case alphabetic characters for the ISDN ID (subscriber code). Speed access No. 07.

***Note:** At least one of these three items must be input for this parameter.*

ISDN Sub No. (optional): The ISDN Sub No. requires the input of 19 numeric digits for the sub address of the machine when in ISDN mode. Speed access No. 08

Setting ISDN parameters

To set dial, incoming call and other basic parameters, as well as MCF and ISDN G4 Options:

1. Press MENU/EXIT to enter the menu.
2. Enter the speed access number of the parameter to be changed and wait for the appropriate display prompt.
3. When the display for the desired parameter is shown, press ▲ or ▼ to select the setting (or input data where required), press ENTER.
4. Press MENU/EXIT to return to standby mode.
5. Repeat the above steps until finished setting parameters.

Connecting to a PBX

Private Branch Exchanges (PBXs) are private telephone systems used to route calls internally, for example, in a company. When dialling a telephone number, if a prefix (access) number is required to open an outside line, the line is connected to a PBX. If this machine is going to be connected to a PBX, please make the following changes to enable it to recognise the prefix digits in the telephone numbers used to obtain access to the outside line. After dialling the prefix digits, the machine will wait until the outside line is available (secondary dial tone detected) before dialling the rest of the number.

Note: *Service assistance may be required to make changes in some countries. Also, some PBX systems may require additional adjustments to the machine. If there is any problem with fax communications after changing parameters, please contact your authorised dealer for assistance.*

Setting PBX parameters

1. Press MENU/EXIT to enter the menu.
2. Enter the Speed access number 50 (PBX LINE) and wait for the appropriate display prompt.
3. Press ▲ or ▼ keys to select ON or OFF setting, press ENTER.
4. Press ▼ to select Dial Prefix, press ENTER or ▶.

Note: *Dial Prefix can also be accessed from the main menu by entering its speed access number 52.*

5. Enter the digit(s) normally dialled to obtain an outside line from the PBX and press ENTER.
6. Press MENU/EXIT to return to standby mode.

Note 1: *Keep in mind that all of the outside telephone numbers programmed into the machine must begin with the dial prefix of the PBX.*

Note 2: *To cancel these parameters at a later date, follow the above instructions but set the PBX LINE parameter to OFF.*

MFP PC interface kit

If the machine is equipped with a Multi-function Peripheral (MFP) PC Interface Kit, please see Appendix B for information regarding this function. For more detailed information, refer to the documentation received with the PC interface product.

Network print kit

If the machine is equipped with an Ethernet Adapter, please see Appendix C for information regarding Network Print Service functions and specifications. For more detailed information, refer to the documentation received with the NIC adapter.

Internet fax and network printer/scanner

This optional function enables the transmission and reception of faxes and e-mail through the Internet. This option also allows the fax machine to act as a network printer and scanner. Please refer to Appendix C for information on this feature and its specifications.

***Note**: Scanning operations can only be done over a local network with scanning results being sent to e-mail addresses.*

ISDN G4 board

If the machine is equipped with an ISDN G4 board, please see Appendix D for information regarding the features and specifications of the machine after board installation. For more detailed information, refer to the documentation received with the ISDN board.

G3 Dual line

Installation of this option enables two lines to be used concurrently. Please refer to Appendix E for information on this feature and its specifications.

Chapter 4 - Directories and Basic Operations

Programming dialling directories

This fax machine is equipped with 40 keys for rapid one-touch dialling (Model B is equipped with a second hidden panel, providing an additional 40 keys). Up to two 40-digit numbers can be programmed to each One-Touch key, a primary number and an alternative number that is used if the primary number is busy or goes unanswered. It is also possible to enter a 15 alphanumeric location ID (name) for each key. Once programmed, these keys provide a quick and easy way of accessing your most commonly used numbers.

Speed dial numbers

This function enables the automatic sending of faxes. The machine is equipped with features that allow the transmission of faxes with the push of a single key (one-touch faxing), 2 and 3-digit ID speed dialling, and speed dialling of groups of telephone numbers.

- **Model A:** 190 programmed Speed Dial numbers (1-40 assigned to one-touch keys)
- **Model B:** 230 programmed Speed Dial numbers (1-80 assigned to one-touch keys)

The information for programming a Speed Dial number includes a name (NAME), a primary location Number (LOC#), an alternate number (ALT#), communications speed, Echo protection and G3/G4 selection.

Entry	Description	Type of Input
NAME	15 characters (max)	Ten-keypad 0-9/*/#/alphabetic characters (upper case, lower case)/special characters/ Pause/Hyphen/Space/+
LOC#/ALT#	40 characters each (max)	Ten-keypad 0-9/*/#/ Pause /Hyphen/Space/+ for FAX
	64 characters each	Ten-keypad 0-9/*/#/Pause/Hyphen/Space/+ alphabetic characters/unique keys for e-mail (see Note 1 below).

Entry	Description	Type of Input
COMM. SPEED	Parameter selection	33.6K / 28.8K / 14.4K / 9.6K / 4.8K
ECHO PROTECTION	Parameter selection	ON / OFF
G3/G4 SELECTION	Parameter selection	G3 mode / G4 mode (see Note 2 below)

Note 1: *This applies when the network card is fitted.*

Note 2: *This step required only if ISDN G4 board is installed. However, this setting is specific to each Speed Dial number and is not affected by the overall machine ISDN setting (Speed access no. 30).*

Other keys used in the programming process include MENU/EXIT, SHIFT (▲▼◀▶) keys, ENTER, Capital (CAPS), CLEAR, and Delete (DEL).

Programming speed dial numbers

1. Press MENU/EXIT to enter the menu.
2. Press ▼ to select LOCATION PROGRAM, press ENTER or ▶.
3. Press ENTER to select SPEED DIAL.
4. Enter speed dial number to be programmed (one-touch, 2-digit, 3-digit), press ENTER.
5. Enter LOC # (telephone number), press ENTER.
6. Enter Name, press ENTER.
7. Input ALT# (telephone number), press ENTER.
8. Press ▲ or ▼ to select Communication Speed, press ENTER.
9. Press ▲ or ▼ to select Echo Protection, press ENTER.
10. Press ▲ or ▼ keys to select mode (G4 or G3), press ENTER.

Note: *This step required only if ISDN G4 board is installed. However, this setting is specific to each Speed Dial number and is not affected by the overall machine ISDN setting (speed access no. 30).*

11. Repeat the above process from Step 3 until programming is finished. Then, press MENU/EXIT to return the machine to standby mode.

12. When finished with the programming of one-touch keys, lift the plastic cover protecting the one-touch labels and (using a pencil) write the names corresponding to the newly programmed keys on their respective labels. Then replace the cover.

Note 1: *When entering a new telephone number using the numeric keypad, it is possible to register it to a Speed Dial number. After entering the telephone number, press the SEARCH key. The location of unregistered Speed Dial numbers will be displayed.*

Note 2: *Switch the Echo Protection setting to OFF when changing the location of a one-touch key.*

Chain dialling

Even though the telephone number for each one-touch key can be up to 40 digits long, there may be a need to dial numbers with more digits. This function is provided for that purpose. To create a chain dial number, program the first 39 digits into a Speed Dial number, press the Plus (+) key (one-touch key #39) as the 40th character and then program the rest of the number into another Speed Dial entry.

1. Select the first Speed Dial number programmed.
2. When prompted by the display, enter the second Speed Dial number.
3. Press the START key to begin faxing.

Note: *The remaining part of the number not programmed in the first Speed Dial number can also be input manually using the numeric keypad when prompted by the display (step 2).*

Group dialling

This function enables the faxing of documents to multiple locations. Once Speed Dial numbers have been programmed into the machine, this function can be used to group numbers together for simultaneous faxing of a document. As many as 20 different groups of telephone numbers can be stored in memory, each group having a maximum limit of 190 locations (Model A) or 230 locations (Model B). Each group is registered by a group dial number, and can also be assigned a name for alphabetic search.

Note: *The same listing of characters as that for naming Speed Dial numbers applies.*

Programming groups

1. Press MENU/EXIT to enter the menu.
2. Press ▼ to select LOCATION PROGRAM, press ENTER or ▶.
3. Press ▼ to select GROUP, press ENTER or ▶.
4. Enter group dial number and press ENTER.
5. When display prompts you to select location(s), press SPEED DIAL.
6. Enter the Speed Dial number of the telephone number you want to add to the group. Wait for the number to appear on the display.
7. If the information is correct, press ENTER. (Location is now registered in that group.)
8. Repeat steps 5 to 7 until all telephone numbers for the group have been registered.
9. Enter name and press ENTER.
10. Press MENU/EXIT to return to standby mode.

Deleting entries

1. Follow the above directions, but at "SELECT LOCATION(S)," press ENTER.
2. Press ▲ or ▼ to select entry to be deleted, press CLEAR or ENTER. Information for entry will be shown.
3. Press CLEAR. Entry is now deleted from group.
4. When finished, press MENU/EXIT to return to standby mode.

Dialling groups

1. Load the document(s).
2. Press SPEED DIAL.
3. Press the # key on the numeric keypad.
4. Enter group number using the numeric keypad and press ENTER.
5. Press ENTER again to confirm.
6. Press START to begin scanning and dialling.

Basic operations

Preparing documents

- Try to use good quality documents for transmissions. Documents that are typed or written in dark felt-tip ink on white (or light-coloured) paper work best.
- Do not send documents that are not rectangular in shape.
- Never try to send or copy documents that have wet or sticky surfaces, wrinkles, staples or paper clips.
- If uncertain of how well a document will fax, first try making a copy of it.
- If a document is in extremely poor condition (creasing, torn, etc.), first make a copy using a photocopying machine and then send the copy.

Document size

For the machine to operate properly, all documents must be at least 148 mm (5.8") in width and 128 mm (5.6") in length. Maximum width and length are 216 mm (8.5") and 356 mm (14"), respectively. If a document smaller than the width of the Contact Image Sensor (216 mm, 8.5") is received and its colour is too white, the perimeter of the output reproduced by the facsimile will be shaded grey.

Multiple page documents

Your machine can scan paper with a base weight of 50 to 105 g/m² (13 to 28 lb.). It can hold up to 50 sheets of standard 80 g/m² (20 lb.) paper (e.g., photocopier paper) in the document tray. If documents are printed on heavier or lighter paper, up to 15 sheets can be loaded. For extremely heavy paper, load and send one page at a time.

When loading multiple-page documents, do not fax documents printed on paper that is thinner than 0.08 mm (0.003") or thicker than 0.13 mm (0.005"). For single-page documents, do not load paper thinner than 0.06 mm (0.002") or thicker than 0.15 mm (0.006").

Loading documents

In order to prevent paper jams and problems during scanning, neatly stack and align the edges of documents before loading them into the document tray. Do not load documents of different sizes at the same time.

Note: *A document can be loaded and prepared for transmission while the machine is sending or receiving another message (as long as the document tray is empty). To do this, load the document, select the location and press the START key. The document will be sent after completion of the current operation.*

1. Adjust the document guides to the width of the documents being sent.
2. Neatly stack the documents and then insert them face down into the document tray. Readjust the document guides.
3. The machine will grip the documents and pull them in for transmission, beginning with the bottom page first.
4. If necessary, adjust the resolution (RESOLUTION key) and contrast (TYPE OF ORIGINAL key) to provide the best possible quality referring to the tables below.

Original Document	Set RESOLUTION to:
Normal	Standard (STD)
Small type/fine details	Fine/Ex. Fine
Photos or many shades of grey	Photo

Original Document	Set TYPE OF ORIGINAL to:
Normal contrast	Normal
Contrast is too light	Light
Contrast is too dark	Dark

5. Document is ready for faxing or copying

Faxing to a single location

1. Load the document(s).
2. Select a location as follows:.

To Dial Using	Do This
One-touch key	Press the one-touch key
2 or 3-digit dial	Press SPEED DIAL key, then enter Speed Dial number using the numeric keypad.
Search	Press the SPEED DIAL key, then enter the first character using a one-touch key.
Numeric keypad	Dial as if using a telephone. If a mistake is made, press the DEL button to move the cursor back and re-enter the correct number. Press the START key when finished. If the ISDN G4 board is installed, you can switch the transmission mode between G3 and G4 by using the HOOK key.
External telephone	Pick up the receiver from its cradle and dial the number. If the receiving machine is in automatic reception mode, a high-pitched tone will be heard. If someone answers, request that they press the START key on their machine.

3. If necessary, press the START key to begin transmission.
4. The following messages may be shown on the display during a typical fax transmission.

Message	Explanation
(LOCATION):	Identity of the remote location such Personal ID, TSI/CSI, Location ID or telephone number programmed into the machine.
CALLING:	The machine is dialling or calling.
SENDING:	Machine is transmitting a fax.
RESULT - OK:	Fax was transmitted successfully.
COMMUN. ERROR:	If this or another error message appears, a problem occurred during the communication. Try re-sending the fax. Refer to “Troubleshooting” for assistance.

Search key dialling

If you are not sure which Speed Dial key is programmed with a certain location, use the SEARCH key to look through the alphabetical telephone directory of location IDs. After loading the document(s):

1. Press the SEARCH key, the display will prompt you to enter the first character.
2. Enter the first letter of the name of the desired location from the one-touch keypad. (If the first character of the desired location is a unique character, use one-touch key 20 to search for the character.)
3. Repeatedly press the letter key to scroll through the list of location IDs beginning with that letter.
4. When the correct location is found, press the START key to begin faxing.

Real-time dialling

The machine normally dials the entire telephone number of a location at one time. However, telephone numbers can also be dialled in real time (one digit at a time). To dial from the machine itself, press the HOOK key, and dial using the numeric keypad on the machine's control panel. Another way to dial in real time is when an external telephone is connected. Pick up the handset and dial using the keypad on the telephone.

Redialling

If a line is busy or there is no answer, the machine will wait and then automatically redial the number. Additionally, if the machine is transmitting from memory and a communication error occurs, it will automatically redial the number and send the fax again. Manual redialling of the last telephone number called is also possible at any time by pressing the REDIAL key on the control panel.

Faxing to multiple locations

1. Load the document(s).
2. Select a location as follows:

To Dial Using	Do This
One-touch key	Press the one-touch key
2 or 3-digit dial	Press SPEED DIAL key, then enter Speed Dial number using the numeric keypad.
Search	Press the SPEED DIAL key, then enter the first character using a one-touch key.
Numeric keypad	Dial as if using a telephone. If a mistake is made, press the ◀ key to move the cursor back and re-enter the correct number (the DEL key deletes the character at the current cursor position, or the CLEAR key deletes all characters from the current cursor position to the end). Up to 20 locations can be entered in this way. If the ISDN G4 board is installed, you can switch the transmission mode between G3 and G4 by using the HOOK key.
Group dialling	Press the SPEED DIAL key, then press the # key and enter the group number using the numeric keypad. Press ENTER to confirm the displayed group.

3. Press the ENTER key.
4. Repeat steps 2 and 3 above until all groups and/or individual locations for the broadcast have been entered.
5. Press the START key to begin scanning. Transmission will commence after scanning is completed.
6. To confirm the location, press the ENTER key instead of the Start key in step 5.

Note: *If confirming locations, two options are available: by report printing or by display. To return to scan/confirm mode, press STOP key twice.*

Message confirmation report (MCF)

The machine can be set to print out a MCF automatically after single and/or multiple-location transmissions. If not set in the automatic mode, MCFs can still be printed at a later time. Please refer to “Reports” in Chapter 7 for more detailed information.

Cancelling transmission

If there is a need to stop a transmission while still in progress, do the following:

1. Press the STOP key twice in succession.
2. The display will confirm that transmission has been stopped.
3. If a document is stuck partly in the feeder entrance or elsewhere in the machine, the display may prompt you to reload document. If so, press the STOP key one more time. The machine will feed the document through the process to the document stacker.

Manual receive mode

Do the following to receive faxes when the machine is set to TEL:

1. When the machine rings announcing a telephone call, pick up the handset of the external telephone. (If a person is on the line, normal voice communication is possible.)
2. If a signal from a remote facsimile machine is heard or the party wishes to send a fax after finishing a conversation, press the START key.
3. When the display confirms that the machine is receiving, hang up the handset.
4. The machine will emit a tone following line disconnection, confirming the transmission status (i.e., successful or unsuccessful tones).

Receiving to memory

Memory Reception Mode (MEM): When set to MEM, the machine will automatically receive messages into memory and store them there even when there is paper loaded for printing. Data stored in memory can be printed out using the PRINT FROM MEMORY function.

Printing from memory

1. Press MENU/EXIT to enter the menu.
2. Press ▲ to select PRINT FROM MEMORY, press ENTER or ▶.
3. Press ▼ to select PRINT MEMORY MSG., press ENTER or ▶.

4. If a password is not required, data in memory will be printed out. If a password is required, enter 4-digit password, press ENTER.

Note: *Password is only required when previously programmed and machine answering mode is set to MEM (see "Memory Password").*

5. Data in memory will be printed out.

No paper reception

If the machine runs out of paper when receiving a fax, a message will be displayed and the data not yet printed will be stored in memory automatically for printing out later. The machine will print the data stored in memory automatically after paper is added to the paper tray.

No toner reception

If the machine is running low on toner and NO TONER MEMORY RECEIVE is set to ON, incoming faxes are stored in memory automatically for printing later (rather than risk printing illegible faxes). If the machine receives a fax into memory because the toner level is low, the display will indicate that there is a message in memory.

When NO TONER MEMORY RECEIVE is set to OFF, the display will warn you that the toner is low and to replace the cartridge.

Note: *When the above message is shown, it is possible to use the print from memory function to print the faxes stored in memory, but the quality of the print cannot be guaranteed. Replace the toner cartridge as soon as possible.*

Cancelling messages stored in memory

It is possible to erase messages stored in memory without printing them.

1. Follow the same instructions as for Print from Memory.
2. When prompted to print the message, press the STOP key and the display will ask whether you wish to cancel the print memory message.
3. To erase or cancel the message without printing it, press the ENTER key.

Unsolicited fax rejection

The machine provides a closed network option that allows the refusal of unsolicited faxes. If activated, when there is an incoming call the machine will compare the TSI (CIG) with the last four digits of the programmed Speed Dial numbers. If there is no match, the incoming call will be refused automatically, thus eliminating unsolicited faxes such as advertising. The machine can also be set to neither send nor receive faxes from locations whose telephone numbers are not programmed into the Speed Dial memory. The available settings are limited reception (RX), limited transmission and reception (TX/RX), and no limitations (OFF). Speed access No. 21.

1. Press MENU/EXIT to enter the menu.
2. Enter speed access number 21 (Closed Network) and wait.
3. When CLOSED NETWORK display appears, press ▼ or ▲ to select setting, press ENTER.
4. Press MENU/EXIT to return to standby mode.

Power failures and memory

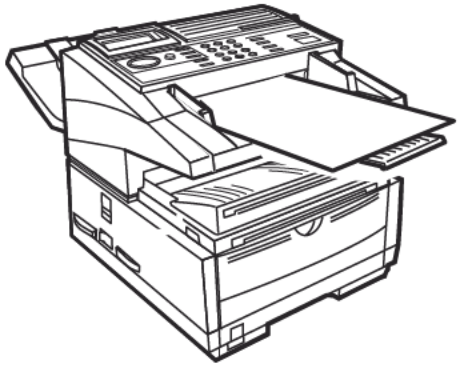
Your machine is equipped with a battery to prevent the loss of data stored in memory at the time of a power outage. The typical memory-backup time with a fully charged battery is 72 hours. If data is still held in memory at the time of power restoration, the machine will continue operations from the point when power was lost (e.g., delayed transmission, redial waiting conditions, etc. resume from point of power failure). If the data in memory has been lost at the time of power restoration, the machine will print out a Power Outage Report. Please refer to the chapter “Reports” for more information.

Making copies

The machine is capable of making up to 99 copies at one time. When loaded with the recommended paper, the copy stacker capacity is 250 face down or 10 sheets face up using recommended paper. Documents fed through the automatic document feeder (ADF) will be printed at the resolution set by the operator using the RESOLUTION button, i.e. standard 200 x 100 dpi; fine 300 x 300 dpi; ex. fine 600 x 400 dpi; ex-fine (option) 600 x 600 dpi.

Copying using ADF

1. Load the document(s) in the document tray.

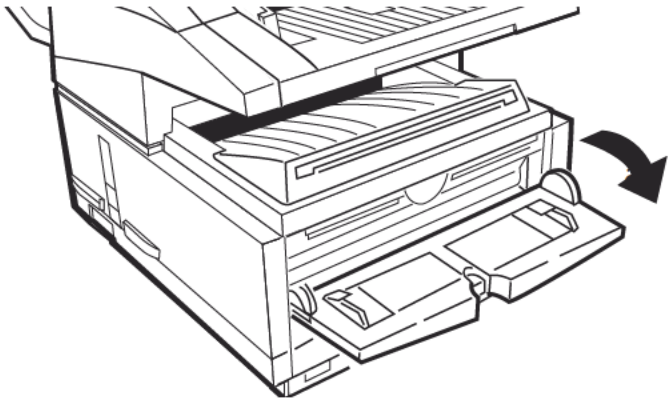


2. Press COPY. The display will prompt you to enter the number of copies you require.
3. If only one copy is required, wait and the machine will begin copying automatically.
4. If multiple copies are required:
   (a) Enter the number of copies required using the numeric keypad.
   (b) Press COPY key again, the machine will begin making multiple copies.

Manual paper feeder

There is manual paper feeder tray built-in immediately above the paper tray. To make a copy on paper different than that loaded in the paper tray, fold down the manual paper feeder tray and manually insert the paper.

1. Load the document(s) in the document tray.
2. Fold down the manual paper feeder tray.



3. Insert a sheet of paper (face up) into the tray and push into the slot until the machine takes hold of the paper.
4. Press COPY (see instructions above).

Note: *If making more than one copy, paper must be continually fed one sheet at a time.*

Face up and face down stacking

The machine can stack copies with the printed side face up or face down. The position of the copy output lever (see Chapter 1) on the left side of the machine, above the power switch, determines how copies are stacked. In the upper position copies will exit face down. In the lower position copies will exit face up. However, the face up position may only be used when copying or printing from a PC or via a network using the manual paper feeder.

Note: *Ensure that the copy output lever is correctly located in one of its two positions. A half-way setting will cause a paper jam. Also, do not move the lever during print operation.*

Counters

A number of different counters are provided for keeping track of machine operations and maintenance needs. Counters available for user viewing include the Print counter, for tracking how many times recording paper has been printed, and the Scan counter, for tracking how many times a document has been passed through the ADF (Scan).

Accessing print/scan counters

1. Press MENU/EXIT to enter the menu.
2. Press ▼ to select counter, press ENTER or ▶.
3. Press ▲ or ▼ keys to select counter, press Enter or ▶.
4. Press ENTER to return to menu level 3.
5. Press MENU/EXIT to return to standby mode.

Resetting image drum counter

There is also an image drum counter which you can reset after changing the image drum. A message will be displayed when the service life of the drum has expired. Reset the drum counter only after replacing the image drum.

1. Press MENU/EXIT to enter the menu.
2. Press ▼ to select COUNTER, press ENTER or ▶.
3. Press ENTER or ▶ to enter DRUM COUNT.
4. The display will show “PRESS CLEAR TO DELETE”. Press CLEAR to clear (reset) the counter.
5. Press MENU/EXIT to return to standby mode.

Printer cleaning

A printer cleaning function has been incorporated to clean the residual toner off of the charge rollers. Perform printer cleaning periodically to prevent the accumulation of toner on the charge rolls. (Build up may cause unwanted marks and blurring in printed faxes or copies).

1. Press MENU/EXIT to enter the menu.
2. Press ▼ to select PRINTER CLEANING, press ENTER or ▶.
3. The display will indicate that cleaning is in progress.
4. The machine will return automatically to standby when cleaning is complete.

Chapter 5 - Advanced Operations

Group Transmission

The Group Transmission feature enables the selective transmission of groups of locations from previously programmed groups.

Sending a Fax to Group(s) of locations

1. Load the document(s)
2. Press MENU/EXIT
3. Select GROUP TX and press ENTER or ▶. The display will show the previously programmed group(s) of locations.
4. Enter the 2 digit number for the group required, and press ENTER. An asterisk (*) will appear to the right of the selected group

Note: Step 4 can be repeated to select more than one group

5. When the selection is complete, press START.

The machine will commence scanning the document(s) into memory and, on completion of scanning, will send transmit the document(s) to the selected location(s).

Delayed transmission

The delayed transmission feature enables the automatic transmission of faxes at a specified time and date. By scanning the document and storing the data in memory, your facsimile machine can send documents at up to 20 (Model A) or 30 (Model B) different specified times until 11:59pm three days later.

Sending delayed faxes

1. Load the document(s).
2. Press MENU/EXIT to enter the menu.
3. Press ▲ or ▼to select Delayed TX.
4. Press ENTER or ▶ to enter Delayed TX.

5. Press ▲ or ▼ to move between date and time settings and ◀ or ▶ to move between columns.
6. Enter the desired date and time, press ENTER key.
7. The display will prompt you for the location(s).
8. Enter the desired location using either Speed Dial numbers or numeric keypad.
9. Press START key. The machine will scan the document(s) into memory and wait until the time programmed to begin transmission.
10. This process can be repeated up to 20 (Model A) or 30 (Model B) times when memory is available.
11. After all memory is used, one more transmission is possible by setting documents in the document tray and setting the machine as instructed in steps 2 to 8 above.

Note: *Dates and times should be entered using numeric keypad (0-9). Times should be entered following the format 0000-2359 (24-hour clock).*

Delayed batch transmission

This feature enables the delayed transmission of multiple communications scanned into memory at a time programmed into the machine. Locations planned for use with this function must be programmed into Speed Dial numbers 31-40. Before entering the following session(s), you must first access the BATCH TX Time function in the LOCATION PROGRAM menu and set the transmission time against one of the Speed Dial numbers 31-40.

To send a delayed batch fax (one session):

1. Load the document(s).
2. Press MENU/EXIT key to enter the menu.
3. Press ▼ to select Delayed Batch TX, press Enter or ▶.
4. Enter the Speed Dial number of desired location (enter number or press the matching one-touch key) and press the ENTER key.
5. Location and transmission time that has been set will be displayed.
6. Press START key. The machine will scan the document(s) into memory and wait until the time programmed to begin transmission.

7. Repeat the above steps to prepare multiple sessions.

Note 1: *Only locations programmed into Speed Dial numbers 31-40 are applicable.*

Note 2: *Time must be entered using the format 0000-2359 (24-hour clock).*

Note 3: *There is no limit to the number of batch transmission sessions to set using Speed Dial numbers (31-40), however, no more sessions will be accepted once memory is filled.*

Cancelling delayed transmissions

Follow the instructions provided below to cancel a delayed transmission before it has been sent.

1. Press STOP.
2. The display will show that the communication has been cancelled.
3. The display shows Location ID or Tel. No. of delayed transmissions currently programmed in the machine.
4. Use ▲ or ▼ keys to select transmission to cancel and then press ENTER.
5. The Location ID and Tel. No. of the selected transmission will be displayed. After confirmation, press the CLEAR key.
6. Selected transmission will be cancelled.
7. For a delayed transmission from the document tray, press STOP again to remove the document.
8. Press MENU/EXIT to return to standby mode.

Priority transmission

When there is a need to ensure that a document is transmitted immediately, the document(s) loaded and scanned under this feature hold priority over previously scanned documents or the processing of messages received in dual access or standby modes.

Sending priority transmissions is as follows:

1. Load the document(s).
2. Press MENU/EXIT to enter the menu.

3. Use ▼ key to select PRIORITY TX and press ENTER or ▶.
4. Enter the desired location using Speed Dial number or numeric keypad.
5. Press START key. The machine will scan the document(s) into memory and assign first priority for transmission.
6. If all memory is used, the display will offer to send the pages scanned so far. To send scanned pages, press ENTER.

Confidential faxes

Fax machines are often located in open areas where passers-by can look through the messages received. If a remote machine is compatible with this range of products or is equipped with a sub-address transmission function, this machine can send confidential faxes to it.

Sending confidential faxes

When a confidential fax is sent, it is received to a personal mailbox (or sub-address number) that is only accessible using an access number (password) for that mailbox. However, the address of the mailbox to which the fax is to be directed must be known beforehand. (Ask the person who will receive the fax to provide their mailbox address.) This machine can send messages to up to 64 pre-designated mailboxes in remote machines.

1. Load the document(s).
2. Press MENU/EXIT to enter the menu.
3. Use ▼ key to select CONFIDENTIAL TX, press ENTER or ▶.
4. Enter the address of the confidential mailbox using the numeric keypad, press ENTER.

Note: *The address can consist of up to 20 characters (0-9,Space,*,#). The machine will dial the number and begin the faxing process.*

5. Enter desired location using Speed Dial number or numeric keypad.
6. Press START key.

Receiving confidential faxes

As with sending, this machine can receive confidential faxes only from machines compatible with this range of products or machines equipped with a sub-addressing function. Additionally, at least one confidential mailbox must be set up before a confidential transmission can be received. After setting up the mailbox, give the person who is to send the fax the mailbox address. When a message is sent to that address, it will be stored in memory and cannot be printed until the proper password is entered for retrieval.

Personal (confidential) mailboxes

Your fax machine is programmed for the creation and management of 16 personal mailboxes. When set up, each mailbox is opened as a Confidential, Bulletin Polling or Relay Broadcast mailbox. Once a mailbox for receiving confidential messages has been created, none of the messages sent to it can be printed until the password for that box is correctly entered in the retrieval (printing) sequence. Speed access No. 04.

Creating personal (confidential) mailbox

1. Press MENU/EXIT key to enter the menu.
2. Enter speed access No. 04 and wait.
3. Enter personal box number (1-16), press ENTER.
4. Use ▲ or ▼ keys to select CONFIDENTIAL, press ENTER.
5. Enter a 4-digit numeric password (0000-9999), press ENTER.
6. Repeat steps 3 to 5 until the desired number of confidential mailboxes has been created (up to 16).
7. Press MENU/EXIT to return to standby mode.

Changing password/closing mailbox

If there is a need change the 4-digit password that is assigned to a confidential box or a mailbox is to be closed for some reason, do as instructed in the following. Speed access No. 04.

Note: *A mailbox must be empty before it can be modified or closed.*

Changing password

1. Press MENU/EXIT to enter the menu.
2. Enter speed access No. 04 and wait.
3. Enter the number of the personal mailbox to be modified/deleted, press ENTER.
4. Press ENTER to select Password Change.
5. Enter the old 4 digit numeric password, press ENTER.
6. Enter a new 4-digit numeric password, press ENTER.
7. Press MENU/EXIT to return to standby mode.

Closing a mailbox

1. Press MENU/EXIT to enter the menu.
2. Enter speed access No. 04 and wait.
3. Enter the number of the personal mailbox to be modified/deleted, press ENTER.
4. Use ▲ key to select CLOSE, press ENTER.
5. When the display prompts you to close the box, press ENTER.
6. Enter the 4 digit numeric password, press ENTER.
7. Press MENU/EXIT to return to standby mode.

Note: *If the display indicates that an invalid operation has been entered during either process, the mailbox selected contains one or more messages and must be emptied before changes to the mailbox can be made.*

Printing confidential faxes

Each time the machine receives a confidential fax it will print a Confidential Reception Report automatically which lists the mailbox number(s) that received fax(es).

1. Press Menu/Exit to enter Menu.
2. Press ▼ to select Print from Memory, press ENTER or ▶.
3. Press ▼ to select Print Personal Box, press ENTER or ▶.

4. Enter the personal mailbox number (1-16) holding any messages, press ENTER.
5. Enter the 4-digit password for the mailbox, press ENTER.
6. Message will be printed and the machine will return to standby.

Note1: *If no message is stored in the personal mailbox, a message to that effect will be displayed.*

Note 2: *If you wish to delete a message without printing, when the "Printing" message is displayed, press STOP. When prompted to cancel, press ENTER to cancel without printing.*

Relay broadcasting

Relay broadcasting allows one fax machine to send a document to another, which then re-sends (broadcasts) the document to a number of other locations.

Model A fax machines are capable of initiating a relay broadcast but will not function as a key relay station (relay broadcast delivery after receipt of relay broadcast or a single transmission). Model B fax machines are capable of initiating relay broadcasts and operating as a key relay station. Key relay stations must be compatible models or have a sub-address relay function for this function to operate correctly.

When setting up a fax machine for relay broadcasting (initiating or key relay station), relay groups and relay passwords are entered into to the fax machine along with any requirement for a return report. When acting as a key relay station, the fax machine can also be set to print a fax transmission after it has carried out a relay broadcast (speed access No. 28).

Note 1: *Relay groups can only contain telephone numbers or e-mail addresses and NOT a combination of telephone numbers and e-mail addresses.*

Note 2: *Relay broadcasts cannot be received by fax machines that do not have a password transmission function.*

Sending relay broadcasts

Before sending documents in a relay broadcast operation, the 4-digit relay password of the relay station and 2-digit identification numbers of the remote stations (or groups of remote stations) must be obtained. After making a relay transmission, the key relay station can send a report confirming the completion of the broadcast. This report is sent to the location specified by the telephone number programmed in the RELAY REPORT NO. function. For this machine to receive the report, program its telephone number as the relay report number.

Initiating relay broadcasts

1. Load the document(s).
2. Press MENU/EXIT to enter the menu.
3. Press ▼ to select RELAY INITIATE TX, press ENTER or ▶.
4. Enter the password (4-digit number) of a key relay station and press ENTER.
5. Enter the two digit number of the remote station and press ENTER.
6. Enter the desired location using the Speed Dial number or numeric keypad and press START.
7. The machine will scan the document(s) into memory and begin faxing to the key relay station.
8. If all memory is used, the machine will offer to send pages scanned so far.
9. To send scanned pages, press ENTER.

Programming relay report destination

1. Press MENU/EXIT to enter the menu.
2. Press ▼ to select LOCATION PROGRAM, press ENTER or ▶.
3. Press ▼ to select RELAY REPORT NO., press ENTER or ▶.
4. Enter the telephone number of desired location using numeric keypad (40 characters max.), press ENTER.
5. Press MENU/EXIT to return to standby mode.

Programming relay broadcast mailboxes

Relay broadcast mailboxes are personal mailboxes that have been programmed to operate in relay broadcast mode.

Note: *Only personal mailboxes on Model B fax machines can be programmed to operate in relay broadcast mode.*

Creating relay broadcast mailboxes

1. Press MENU/EXIT key to enter the menu.
2. Enter speed access no. 04, wait.
3. Enter personal box number (1-16), press ENTER.
4. Use ▼ key to select RELAY BROADCAST, press ENTER.
5. Enter the 4-digit password (0000-9999), press ENTER.
6. Select the relay broadcast entry using either a Speed Dial key or group number. Press ENTER to register the location.
7. After all locations have been entered, press START.
8. Press MENU/EXIT to return to standby mode.

Changing password/location/closing mailbox

If there is a need change the 4-digit password that is assigned to a relay broadcast mailbox, or change its location, or close it some reason, do as instructed in the following. Speed access No. 04.

Note: *A mailbox must be empty before it can be modified or closed.*

Changing password

1. Press MENU/EXIT to enter the menu.
2. Enter speed access No. 04, wait.
3. Enter the number of the personal mailbox to be modified, press ENTER.
4. Press ENTER to select MODIFY.
5. Enter the old 4 digit numeric password, press ENTER.
6. Press ENTER to select PASSWORD CHANGE.
7. Enter a new 4-digit numeric password, press ENTER.

8. Press MENU/EXIT to return to standby mode.

Changing location

1. Press MENU/EXIT to enter the menu.
2. Enter speed access No. 04, wait.
3. Enter the number of the personal mailbox to be modified, press ENTER.
4. Press ENTER to select MODIFY.
5. Enter the old 4 digit numeric password, press ENTER.
6. Press ▼ to select LOCATION CHANGE, press ENTER.
7. Select the new relay broadcast entry using either a Speed Dial key or group number. Press ENTER to register the location.
8. After all new locations have entered, press START.
9. Press MENU/EXIT to return to standby mode.

Deleting a location

1. Press MENU/EXIT to enter the menu.
2. Enter speed access No. 04, wait.
3. Enter the number of the personal mailbox to be modified, press ENTER.
4. Press ENTER to select MODIFY.
5. Enter the old 4 digit numeric password, press ENTER.
6. Press ▼ to select LOCATION CHANGE, press ENTER.
7. Press ENTER to confirm.
8. Press ▼ to select BY DISPLAY, press ENTER.
9. Use ▼ to select the location for deletion, then press CLEAR.
10. Press MENU/EXIT to return to standby mode.

Closing a mailbox

1. Press MENU/EXIT to enter the menu.
2. Enter speed access No. 04, wait.
3. Enter the number of the personal mailbox to be closed, press ENTER.
4. Use ▲ key to select CLOSE, press ENTER.
5. At CLOSE BOX? message, press ENTER.
6. Enter the 4 digit numeric password, press ENTER.
7. Press MENU/EXIT to return to standby mode.

Note: *If the display indicates that an invalid operation has been entered during any of the above processes, the mailbox selected contains one or more messages and must be emptied before changes to the mailbox can be made.*

Polling transmission/reception

Polling is a process in which documents are loaded into a machine, and the machine is then set to wait for a call from a remote location before faxing. If the local machine is set to hold data in memory for transmission to a remote machine when contacted, the procedure is called *polling transmission*. Similarly, if the machine calls a remote machine and receives a fax from it, the procedure is called *polling reception*.

Bulletin polling (box)

This feature enables remote machines to contact this machine and poll data from specified personal mailboxes until all the documents stored have been retrieved. Before bulletin polling can be conducted, personal mailboxes must be opened for storage of the documents to be scanned. The following procedures explain the opening of personal mailboxes and how to set the machine for bulletin polling, respectively.

Creating bulletin polling mailboxes

1. Press MENU/EXIT key to enter the menu.
2. Enter speed access No. 04 and wait.
3. Enter personal box number (1-16), press ENTER.

4. Use ▲ or ▼ keys to select BULLETIN POLLING, press ENTER.
5. Repeat steps 3 and 4 until the desired number of bulletin polling mailboxes has been created (up to 16).
6. Press MENU/EXIT to return to standby mode.

Setting bulletin polling

1. Load the documents to be stored for polling.
2. Press MENU/EXIT to enter the menu.
3. Press ▼ to select POLLING TX/RX, press ENTER or ▶.
4. Press ENTER to select POLLING TX.
5. Press ENTER to select BULLETIN POLL (BOX).
6. Enter a personal mailbox number (1-16), then press ENTER after entering each mailbox number.
7. Document(s) will be scanned and stored in memory and display will indicate that you have a bulletin message in memory.

Printing documents scanned into memory for bulletin polling

If there is a need to print out the document(s) scanned into memory for bulletin polling, use the following procedure to print documents stored in personal mailboxes.

1. Press MENU/EXIT to enter the menu.
2. Press ▼ to select PRINT FROM MEMORY, press ENTER or ▶.
3. Press ▼ to select PRINT PERSONAL BOX, press ENTER or ▶.
4. Enter the personal mailbox number (1-16) that is holding the document, press ENTER.
5. Message will be printed and machine will return to standby.

Note 1: *If no message is stored in the personal mailbox, a message will be displayed indicating that there is no data in memory.*

Note 2: *If you wish to delete a message without printing, when the "Printing" message is displayed, press STOP. When prompted to cancel, press ENTER.*

Memory polling

This feature enables one remote machine to contact this machine and poll data directly from memory. After contact, data is deleted from memory after the polling operation is completed.

1. Load the document(s).
2. Press MENU/EXIT to enter the menu.
3. Press ▲ to select POLLING TX/RX.
4. Press ENTER to select POLLING TX.
5. Press ▼ to select MEMORY POLL, press ENTER.
6. Document(s) will be scanned and stored in memory and a message indicating that there are documents waiting to be polled will be displayed.

Memory polling (bulletin)

This feature enables remote machines to contact this machine and poll data directly from memory until all of the stored documents have been retrieved. Documents loaded into memory and set for bulletin poll will remain in the memory until deleted manually.

1. Load the document(s).
2. Press MENU/EXIT to enter the menu.
3. Press ▲ to select POLLING TX/RX.
4. Press ENTER to select POLLING TX.
5. Press ▼ to select MEMORY POLL (BULL), press ENTER
6. Document(s) will be scanned and stored in memory and a message indicating that there are documents waiting to be polled will be displayed.

Document tray polling

This feature enables remote machines to poll the documents set in the document tray (ADF).

1. Load the document(s).
2. Press MENU/EXIT to enter the menu.

3. Press ▲ to select POLLING TX/RX.
4. Press ENTER to select POLLING TX.
5. Press ▼ to select FEEDER POLL, press ENTER.
6. Display will show that there are documents waiting to be polled.

Polling reception

This machine is capable of polling documents from remote machines. However, the programming of polling reception is limited to only one machine at a time. After a polling operation has been completed, the polling of another machine is possible.

1. Press MENU/EXIT to enter the menu.
2. Press ▲ to select POLLING TX/RX, press ENTER.
3. Press ▼ to select POLLING RX, press ENTER.
4. Enter the mailbox numbers if required, maximum of 20 characters (0-9, space, *, #), press ENTER.
5. Enter the desired location using the Speed Dial keys or the numeric keypad.
6. Press START to begin polling.

Printing or cancelling faxes polled into memory

This feature enables the retrieval or clearing of faxes stored in memory after the polling of documents from remote machines. The feature can also be used to print out documents scanned into the machine for Memory Polling and Memory Polling (Bulletin) communications.

1. Press MENU/EXIT to enter the menu.
2. Press ENTER to select PRINT FROM MEMORY.
3. Press ▼ to select PRINT MEMORY POLL, press ENTER or ▶.
4. Faxes stored in memory are printed, and the machine then returns to standby mode.
5. To cancel the message stored without printing, press STOP in step 3 before the documents have printed. Then press ENTER to confirm. The machine returns to standby mode.

Call forwarding

Forwarding

If a forwarding number has been entered, by setting the AUTO ANSWER mode to FWD, incoming calls will be forwarded to the number specified. One number of up to 40 characters (0-9/*/#/+/Pause/Hyphen/Space) and one email address of up to 64 characters can be programmed.

Setting forwarding number

1. Press MENU/EXIT to enter the menu.
2. Press ▼ to select LOCATION PROGRAM, press ENTER or ▶.
3. Press ▼ to select FORWARDING NO., press ENTER or ▶.
4. Enter the telephone number, or email address and press ENTER.
5. Press MENU/EXIT to return to standby mode.

Setting Auto Answer mode to forward

1. Press MENU/EXIT to enter the menu.
2. Press ▼ to select SETUP, press ENTER or ▶.
3. Press ▼ to select MACHINE SETTINGS, press ENTER or ▶.
4. Press ▼ to select AUTO ANSWER MODE, press ENTER.
5. Press ▼ to select FWD, press ENTER.
6. Press MENU/EXIT to return to standby mode.

Forwarding on paper or toner error

When the machine is operating under any of the answering modes except FWD, TEL or MEM and this function is activated, there is a reliable backup against the problems of paper or toner shortages. If the machine detects no more paper or insufficient toner, it will forward incoming faxes to a predetermined location automatically. One number of up to 40 characters (0-9/*/#/+/Pause/Hyphen/Space) and one email address of up to 64 characters can be programmed. This function can be used after entering a forwarding location.

1. Press MENU/EXIT to enter the menu.

2. Use ▲ or ▼ keys to select LOCATION PROGRAM, press ENTER or ▶.
3. Press ▼ to select FORWARDING P-ERR, press ENTER or ▶.
4. Enter the telephone number, press ENTER.
5. Press MENU/EXIT to return to standby mode.

Note: *Forwarding of faxes received as confidential or polling is not possible, even in FWD mode.*

Backup File Transmission

When BACKUP FILE TX is OFF the machine operates normally, and Speed Dial 040 operates like any other Speed Dial location. When it is ON all outgoing faxes are copied (broadcast) to the location (fax number or email address) programmed into Speed Dial 040.

When BACKUP FILE TX is ON and RECEIVE MODE is set to FWD, all incoming faxes are forwarded to the remote destination programmed in speed dial 040 and also printed locally at this machine.

Since copying all fax transactions to a remote destination may be a sensitive security issue, the feature is protected by a password, which may be any 4-digit number you choose.

Note: *This feature will not operate if no location has been programmed into Speed Dial 040 or if the email address programmed there cannot be contacted.*

To set BACKUP FILE TX to ON

1. Press MENU/EXIT to enter the menu.
2. Press ▼ to select SETUP, press ENTER or ▶.
3. Press ▼ to select MACHINE SETTINGS, press ENTER or ▶.
4. Press ▼ to select BACKUP FILE TX, press ENTER or ▶.
5. Enter your chosen password, then press ENTER.

   If you have never registered a password before, this may be any 4-digit number you choose. If you have previously registered a password, enter it now.

Caution:
Be sure to keep a note of your password in a safe and secure place in case you forget it.

6. Press ▼ to set BACKUP FILE TX to ON, press ENTER.
7. Follow the instructions in Chapter 4 to program the remote fax number or email address into Speed Dial location 040. You will be prompted for your password after selecting Speed Dial number 40.

Note: *If you already have a remote location programmed into Speed Dial 040, this location will be used for backup file transmission. If this is not the location you want for this feature you should change it now.*

The machine will now automatically copy all outgoing faxes to the location programmed into Speed Dial 040. If you wish to also forward incoming faxes to location 040, set the receive mode to FWD (see "Call Forwarding" in this chapter). You will be prompted to enter your password again when changing receive mode.

To set BACKUP FILE TX to OFF

1. Press MENU/EXIT to enter the menu.
2. Press ▼ to select SETUP, press ENTER or ▶.
3. Press ▼ to select MACHINE SETTINGS, press ENTER or ▶.
4. Press ▼ to select BACKUP FILE TX, press ENTER or ▶.
5. Enter your password, then press ENTER.
6. Press ▼ to set BACKUP FILE TX to OFF, press ENTER.

   When BACKUP FILE TX is OFF, Speed Dial 040 works like any other Speed Dial location.

Dual access

A number of tasks can be performed simultaneously using the unique *dual-access* feature. This capability reduces the waiting time otherwise required between operations, and thus improves productivity.

During fax transmission

After a document has been scanned into memory and transmission has begun, it is possible to:

- Load another document and prepare it for transmission. This document will be scanned into memory while the preceding document is being transmitted. Transmission settings can be single or multiple location or even delayed. Additional documents can be loaded, scanned and set for transmission as long as memory is available. After each transmission is completed, the next set of documents loaded will be processed automatically.
- Register Speed Dial or Group telephone numbers.
- Make local copies.
- Continue operations in no paper / no toner status, with messages printed automatically after replenishing the paper or toner.

During fax reception

When receiving a fax, it is possible to:

- Load another document and prepare it for transmission. A document can be scanned into memory while a fax is being received. Transmission settings can be for single or multiple location or even delayed. Additional documents can be loaded, scanned and set for transmission as long as memory is available. After the initial fax has been received and connection terminated, the machine will begin transmitting the documents loaded automatically.
- Register Speed Dial or Group telephone numbers.

When making copies

When making copies, it is possible to:

- Receive faxes while copies are being printed (if the machine is set to receive faxes into memory).

When printing from memory

When printing from memory, it is possible to:

- Load another document and prepare it for transmission. A document can be scanned into memory while a fax is being received. Transmission settings can be for single or multiple location or even delayed. Additional documents can be loaded, scanned and set for transmission as long as memory is available. After the location has been entered transmission will begin.
- Register Speed Dial or Group telephone numbers.

Internet fax

Internet fax function is an option available on this fax machine. Please refer to Appendix C for details.

Chapter 6 - Customising

Viewing current settings

Before making changes, it is helpful to print out a list of current settings as an aid to determine features and functions which need to be changed. The Configuration Report is best for this purpose.

1. Press MENU/EXIT to enter the menu.
2. Press ▼ to select REPORT PRINT, press ENTER or ▶.
3. Press ▼ 5 times to select CONFIGURATION, press ENTER or ▶.
4. Report will print out.
5. If print out of report is not required, press STOP.

Operation functions

Remote diagnosis

The remote diagnostics feature allows service personnel to remotely dial and service the machine. Available settings are ON and OFF. Speed access No. 14.

Transmission (TX) mode default

This function allows the machine's default settings for original document condition and transmission scanning resolution (TYPE OF ORIGINAL and RESOLUTION keys, respectively) to be changed. The factory default settings are standard (STD) and normal (NORMAL). If faxes which require some other combination are often sent or received, use these function settings to adjust machine operations to best fit the situation. During the programming sequence, the new default combination will be indicated on the control panel. Speed access No. 15.

Memory full save

With features such as group dialling, “call origination” starts after an entire document or set of documents is read into memory. If a document memory overflow occurs the display will prompt whether the documents already scanned in memory should be sent or deleted. The user then has the choice of which option is appropriate. If the user makes no response after a short time period then the documents will be automatically sent if this function is defaulted to ON, or deleted if the default is set to OFF. Available settings are ON and OFF. Speed access No. 17.

Instant dial

In the ON state, the document is scanned into memory and dialling starts immediately. This function relies on memory availability. The more memory that is available the faster the remote location is confirmed and document(s) are transmitted. If it is set to OFF, the machine first confirms contact with the remote location and then transmits the document reading from the document tray (without scanning into memory). Speed access No. 18.

Restrict access

This function controls whether or not machine operation is restricted or not. In the ON state, if RESTRICTION ID has been programmed, users must enter a password before being allowed access to the machine’s functions. Set to OFF, no password is required even if RESTRICTION ID has been programmed. Speed access No. 19.

ECM function

The error correction mode (ECM) function is provided to improve communications in areas where telephone line conditions are very poor. Available settings are ON and OFF. Speed access No. 20.

Sender ID (ON/OFF)

This function determines whether the Sender ID is to be printed on the transmitted fax at the remote site. Available settings are ON and OFF: set to ON, the ID is included on the fax. Speed access No. 23.

Power save mode

When this function is set to ON, the machine will automatically switch to a low-energy mode after being idle for 10 minutes. Available settings are ON and OFF. Speed access No. 27.

Note: This function is not available in some countries.

Pulse dial rate

If the machine is set for pulse dialling, this function controls the rate of the dialling pulses (which vary by country). Available settings are 10, 16 and 20pulses per second. Speed access No. 46.

Pulse make ratio

If the machine is set for pulse dialling, this function controls the make rate of the dialling pulses. Available settings are 33, 39 and 40%. Speed access No. 47.

Pulse dial type

If the machine is set for pulse dialling, this function controls the type of pulse dialling it uses (types of pulse dialling vary by country). Available settings are N, 10-N and N+1. Speed access No. 48.

T/F timer

When set to T/F (TEL/FAX), the machine will automatically distinguish between incoming voice and fax communications. The T/F timer controls how long the machine waits for the call to be answered before switching to FAX mode. Available settings are 20 and 35sec. Speed access No. 62.

CNG Count

When set either in the T/F or TAD modes, the machine detects the type of signal calling tone (CNG) sent from the remote location and initiates fax reception if required. This function sets the CNG detection number. The available setting is 1-5 times (numeric keypad input). Speed access No. 65.

Ring response

This function controls how long the machine waits before answering an incoming call. The available settings are 1 ring, 5, 10, 15 and 20sec. Speed access No. 66.

Distinctive ring

Distinctive ringing is a service offered by some telephone service providers that allows different telephone numbers to be assigned to a single line, each number being assigned a distinctive ring. When an incoming call is received, it is possible to identify the number being call by the assigned ringing pattern. When set to ON, fax reception begins only after a programmed ring pattern is detected. If no ring pattern has been programmed, the ring pattern defined for each country is used for detection as the default setting. Available settings are ON (detected), OFF (not detected) and SET (programmed). Speed access No. 67

Note: *Selection of ON, OFF and SET can be enabled in countries having DRC setting pattern (country code - USA, AUS, NZL, SIN, HNG) In other countries selection is limited to OFF or SET.*

Changing operation functions

1. Press MENU/EXIT to enter the menu.
2. Input the speed access number of the parameter to be changed, wait.
3. When the display for the desired parameter is shown, press ▲ or ▼ to select the setting (or enter data where required), press ENTER.
4. Press MENU/EXIT to return to standby mode.
5. Repeat steps 1 to 4 until finished setting parameters.

Memory password

This is a 4-digit numeric password used when the machine is operating in the Memory Only Reception Mode (MEM). People who do not know the password cannot make changes to or print memory data when the machine is in this mode. Registration of just one password is possible. Speed access No. 05.

Setting or clearing Memory Password is as follows:

1. Press MENU/EXIT to enter the menu.

2. Enter speed access No. 05 and wait.
3. Enter the 4-digit numeric password using numeric keypad, press ENTER.
4. If there is no current password registered, this password will now be registered and the machine will return to standby mode.
5. If there was a password registered previously and you have entered it correctly, the display will prompt you to close the password. Press ENTER to confirm password cancellation, then press MENU/EXIT to return to standby mode. If numbers do not match, the display will indicate an invalid password.

Restricted access ID (Department Code)

This is a 4-digit numeric password that is must be input to gain access to machine operations when the machine is set in the Restrict Access mode. Up to 24 RESTRICTION ID passwords can be registered at one time. Speed access No. 06.

Note: *Speed access code 19 Department Code must be set to ON for Restrict Access ID (Department Code) to function .*

Setting restricted access ID

1. Press MENU/EXIT to enter the menu.
2. Enter speed access No. 06 and wait.
3. Enter the department number (1-24), press ENTER.
4. Enter the 4-digit password (0000 to 9999) using the numeric keypad, press ENTER.
5. If the number is already registered, the display will confirm that it already exists.
6. Enter another 4-digit ID number, press ENTER.
7. Repeat steps 3 to 6 until all desired ID numbers have been registered.
8. Press MENU/EXIT to return to standby mode.

Cancelling restricted access ID

1. Press MENU/EXIT to enter the menu.
2. Enter speed access No. 06, wait.

3. Enter the department number (1-24), press ENTER.
4. Select either CLEAR or MODIFY.
5. When CLEAR is selected, type the 4 digit password to be cleared. Press ENTER.
6. If ID matches the registered number, the display will prompt you to clear the ID. Press ENTER. If the number entered does not match the registered number, the display will indicate an invalid ID.
7. When MODIFY is selected, type the 4 digit password to be modified and then a new password. Press ENTER.
8. Press MENU/EXIT to return to standby mode.

Service function settings

In many instances, the settings of service functions can affect the way a facsimile machine operates. If there is a need to have any of the following settings changed, please contact your supplier or and request service.

Long document scanning/transmission (Long Doc. Scan)

Normally the machine will not scan documents longer than 356mm (14in.). With this function set to ON, the machine is capable of scanning longer documents up to a length of 1500 mm with a maximum transmission time of one hour.

MYD/DMY

This setting controls how the machine displays and prints the date (mm/dd/yy or dd/mm/yy).

Time/date print

This setting controls if and how the time and date are printed on received faxes. The machine can be set to print or not print time and date, print time and date at the top of the first page only, or print time and date at the top of every page.

TSI print

With this setting in the ON state, the telephone number of the remote machine is printed at the top of each page of the fax received.

Options

Multi function peripheral (MFP) PC interface kit

The MFP PC Interface Kit is basically a software package that allows your machine to interface with a computer connected via a parallel data cable. Once the optional MFP software is installed in the computer and a parallel data cable attached to connect the two devices, the fax machine can provide PC Fax, Printer and Scanner operations. For further details, please see Appendix B.

Internet fax and network printer/scanner

The internet fax and network printer/scanner option allows the fax machine to operate as a network printer with a variety of LAN systems and protocols including Novell and Microsoft. Installation of the network interface card (NIC) enables the option of utilising Network Print Service: 10-page per minute, 600dpi printing with Hiper-W print emulation. It also becomes possible to receive fax images as e-mails and to transmit fax images as e-mails. For further details, please refer to Appendix C.

ISDN G4 board

The ISDN G4 Board raises the machine operability to ITU-T G4 classification with digital communications at 64Kbit/s. Although PSTN (public switched telephone network) settings are deactivated when installed, the system is equipped with a setting to activate an automatic fallback function that enables communications in either G3 or G4 mode, depending on the classification of the remote machine. This option is dealer installed. For further details, please see Appendix D.

This board also supports dual mode communication, which means that two G4 communications can be received or transmitted simultaneously.

G3 dual line function

This function requires the G3 Option Board to be mounted. Like Dual Mode Communication, it is possible to concurrently communicate on two lines. For further details, please refer to Appendix E.

600 dpi communication

This function requires the optional 8 Mb memory to be installed. When installed, the fax machine can transmit/receive faxes and make copies at a resolution of 600 dpi. For further details, please refer to Appendix F.

Memory Expansion

These fax machines are fitted with a memory expansion slot located inside the back cover of the machine. Memory expansion is available as 2, 4, or 8Mbytes boards. As mentioned previously in this chapter, speed of communication and the ability to handle large data files are all affected by the machines memory capacity.

Chapter 7 - Reports

Understanding reports

A number of useful reports are provided to show the machine's current settings, programming and operations. Refer to the following list of reports available to determine which of those is needed for a particular situation. Some reports print automatically after completion of operations, while others require retrieval by users. Please refer to "Printing Reports" for instructions on how to print those reports that are not printed automatically.

Reports list

Message confirmation report

This report provides information about the last single-location fax transmission or polling transmission. Information in the report includes: Faxing date, amount of time to send or receive fax (S,R-Time), location ID or telephone number of the remote machine (Distant Station ID), communications mode, number of pages in the transmission, results of communication, and service codes.

Note 1: *If an error occurred during communication, a portion of the page where the problem occurred can be printed after the report.*

Note 2: *When the Restricted Access ID (Department Code) is switched ON it will be included in this report.*

Confidential reception report

This report is automatically printed each time the machine receives a confidential message into a mailbox. Information in this report includes: Faxed date, amount of time spent receiving the fax (S,R-Time), location ID or telephone number of the remote machine (Distant Station ID), number of the mailbox holding the fax, number of pages received, results of communication, and service codes.

Broadcast entry report

Each time a multiple-location transmission is programmed, the machine will give the option of printing this report to confirm location entries. Information in this report includes: Location ID of the Speed Dial numbers selected, and telephone numbers entered manually using the numeric keypad.

Broadcast message confirmation report

This report can be used to confirm the results of multiple-location transmissions. Information provided in this report includes: Date and time the transmission started, amount of time required to complete the transmission, and the location ID, number of pages sent and results of the communication for each location.

Note: *When the Restricted Access ID (Department Code) is switched ON it will be included in this report.*

Power outage report

If power to the machine is interrupted, the failure may interfere with operations such as delayed transmissions, messages received into memory, etc. As soon as power to the machine is restored, it prints out a report automatically to alert users of the power outage.

Note: *When the Restricted Access ID (Department Code) is switched ON it will be included in this report.*

Function list

This report will print out a list of the user functions available for setting via the menu shown on the display panel. (User Function Tree)

Configuration

This is a list of the current operational settings of the machine. The information includes: current User Function settings (except for One-Touch key parameters, which appear in the Telephone Directory), sender ID (ID=), TSI/CSI (telephone number of machine), and dialling parameter settings.

Telephone directory

This report provides a complete listing of all of the telephone numbers programmed into the machine's Speed Dial numbers (One-Touch keys and two- and three-digit numbers). The information includes: Location ID and primary telephone number for each programmed One-Touch key and two- and three-digit Speed Dial number, the alternate (secondary) telephone number (OR) for each One-Touch key, parameter settings for each One-Touch key (PRM. ECHO).

Group directory

This report provides a list of the telephone numbers programmed into groups assigned to Speed Dial numbers. Listing can be provided in alphabetical listings of the names of the groups (only selected groups will be printed). The information includes: List title, date and time of list, sender ID, group number and ID, and telephone number.

Activity report

This report provides a record of the last 50 communications made by the machine. The information provided includes: Respective amounts of time the machine spent sending and receiving faxes: date, time and duration (S,R-TIME) of each transmission or reception; name or telephone number of the remote machine communicated with (Distant Station ID); communication mode for each transaction; number of pages in each communication, results of each communication, and service codes. If you were sending a fax, the telephone number or the Location ID will be printed. For faxes received, the personal ID or telephone number of the remote machine will be printed.

Note 1: *This report does not contain the results of messages received without errors or received into memory.*

Note 2: *When the Restricted Access ID (Department Code) is switched ON it will be included in this report.*

Active memory files

This report provides a list of all the messages stored in the machine's memory, including both documents waiting for transmission and documents received but not yet printed. The information provided in this report includes: date and time a message was scanned into memory for transmission, name or telephone number of each remote location, communication mode for each activity and number of pages in each communication. For reception, the polling messages and the messages in personal boxes are printed separately.

Note 1: *For transmission, the telephone number or Location ID (location name) of the remote location will be printed. For reception, the number of entry and total pages are printed.*

Note 2: *One use for this report is to list the session and message numbers of faxes stored in memory if there is a need to erase one.*

Note 3: *When the Restricted Access ID (Department Code) is switched ON it will be included in this report.*

Protocol dump

This report is printed out in the event of incomplete communications, and can be helpful in determining the cause of interruption. Send the report to your supplier or service centre if so requested.

Note: *When the Restricted Access ID (Department Code) is switched ON it will be included in this report.*

Help key printout

This report provides a detailed list of all menus and functions in addition to instructions on how to perform certain key features on the fax machine.

Printing reports

After sending a fax, press COPY once (with no documents loaded) for a message confirmation report.

To print other reports:

1. Press MENU/EXIT to enter the menu.
2. Press ▼ to select REPORT PRINT, press ENTER or ▶.
3. Use the ▲ or ▼ keys to select the report to be printed, press ENTER or ▶.
4. Print out all reports required, then press MENU/EXIT to return to standby mode.

Codes used in reports

Result codes

Result codes indicate the results of communications.

Code	Explanation
BUSY	The line of the remote location was busy or there was no answer.
CANCL	A confidential message was erased after being held in memory for 10 days.
COMP.	A multiple-location transmission was completed.
COVER	The machine's cover was opened during the communication.
NO	Transmission or reception failed due to a communications error.
OK	Transmission or reception was completed successfully.
PUNIT	There is a problem with the printing unit. Contact service representative.
R_JAM	A paper jam occurred while receiving a fax, when the machine was unable to receive the entire message in memory.
S_JAM	A document jam occurred in the machine sending the fax.
PAPER	Paper ran out during reception and there was insufficient memory available for the entire message.
STOP	Stop key was pressed, ending the session.

Communication codes

Communication codes indicate the communications mode used for a communication.

Code	Explanation
B.C.	Multiple-location transmission (broadcast).
CONF=(BOX NO.)	Fax received to a personal mailbox.
TX	A communication initiated by the local machine.
RX	A communication initiated at a remote location.
POLL TX	Polling transmission initiated
POLL RX	Polling reception by the local machine
FWD-T	Forwarding fax - transmission
BATCH	Batch transmission
POLL=(BOX NO.)	Bulletin polling
FWD-R	Forwarding fax - reception
REL-T=(BOX NO.)	Relay Broadcast
REP-T=(BOX NO.)	Return report on Relay
REL-R=(BOX NO.)	Relay request reception

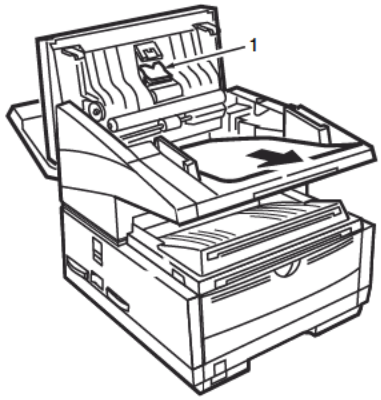
Chapter 8 - Troubleshooting

Clearing document jams

When a document becomes caught in the machine during a faxing or copying operation, the machine will beep and the display will show an error message. If the document looks to be positioned straight in the document tray, try pressing the STOP key to feed the document the rest of the way through the machine. If this fails, do the following:

1. Turn off the power switch.
2. Grasping the control panel in the area above the document tray (between the document guides), pull up and swing it back on its hinges.

Note: *Open the control panel fully, making sure not to damage the separation rubber*



3. Pull out the jammed document.
4. Return the control panel to its original operating position, and push down on it until it locks in place.
5. Turn power switch back on.

Clearing paper jams

If the machine shows a “PAPER JAM” or “NO PAPER” message on the display and the paper tray still contains paper, there may be one or more sheets of paper caught in the machine. To clear a paper jam, follow the instructions below.

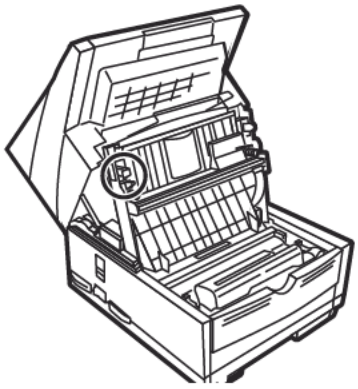
Note: *If paper jams are experienced often, it may be due to the type of paper being used. Paper developed specifically for photocopying or laser printing should be used. Be sure to fan the paper before loading it into the paper tray.*

WARNING
BE CAREFUL OF HOT COMPONENTS MARKED BY THE CAUTION LABEL INSIDE THE MACHINE. DO NOT TOUCH UNDER ANY CIRCUMSTANCES.

---

1. Turn off the power switch.
2. Grasp the document tray from the bottom and lift up, swinging the document tray and control panel up and back.

3. Press on the latches on both sides of the copier stacker until the cover of the image drum compartment is clearly released and pops up. Lift up and back, revealing the image drum unit.



Caution:
Never expose the drum to light for more than 5 minutes. Do not touch the green surface of the drum.

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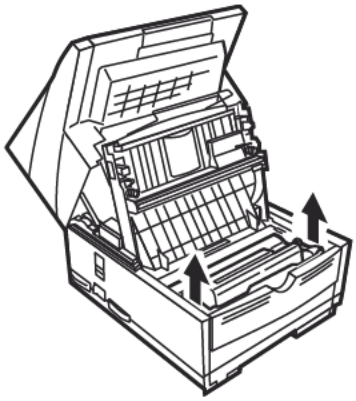
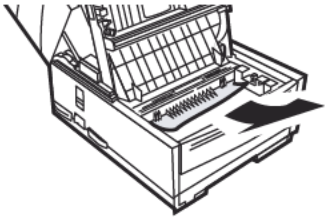
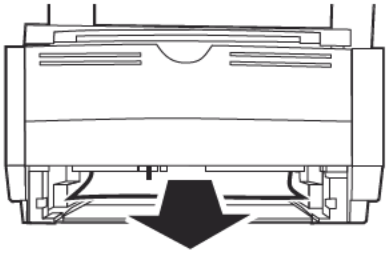
4. Take hold of the image drum by its ends using both hands and lift it out of the machine. Set it aside on a clean, dry surface out of direct sunlight.



5. Carefully pull out any paper caught inside the machine. Try to avoid tearing fragments of paper off inside the machine.



6. Pull out the paper tray and remove any paper caught in the feeder or damaged in the tray itself.



7. Slide the paper tray gently but firmly back into the machine until it latches in place.
8. Place the image drum unit back into the machine. Press down firmly on the locations marked “PUSH” (immediately above the toner well) until the image drum snaps into place.
9. Close the cover to the image drum compartment pushing down on it until both latches catch.
10. Return the document tray to the normal working position.
11. Turn power switch back on.

Toner cartridge replacement

The number of pages that can be printed with a toner cartridge depending very much on the type of documents printed. On average one cartridge has enough toner for 5,000 A4 size pages of text, at a typical print coverage of 4% (ITU No.1 test chart). The first toner cartridge installed in a new image drum unit will yield fewer printed pages because the image drum unit itself has to be filled.

When the machine displays a message requesting a new toner cartridge, the toner cartridge should be replaced by a new cartridge immediately. However, if the print density is still very good, the cartridge can continue to be used until the density becomes noticeably poor. If the print density becomes low even before the machine displays the toner warning, gently wipe the lens surface of the LED array (see following instruction steps). If the print density does not improve, replace the toner cartridge.

Caution:
Your machine will not operate with an incorrect toner cartridge installed. Be sure to read the packaging carefully before purchase and installation of a new toner cartridge.

WARNING
TAKE CARE WHEN HANDLING THE TONER CARTRIDGE. DO NOT LET TONER SPILL ON CLOTHING OR OTHER POROUS MATERIALS. SEE THE SECTION ON SAFETY AT THE BEGINNING OF THIS MANUAL.

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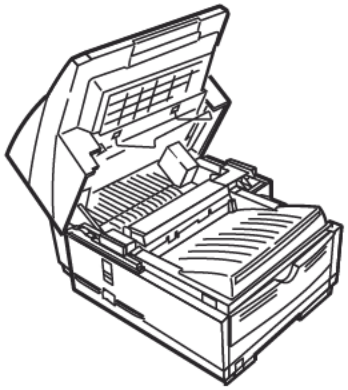
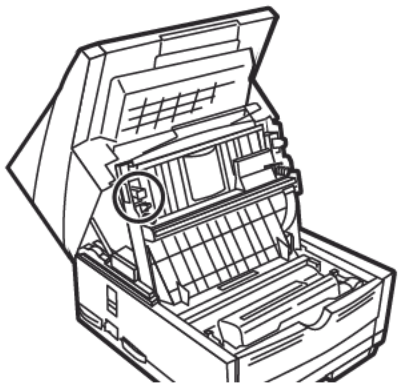
1. Turn off the power switch.
2. Grasp the document tray from the bottom and lift up, swinging the document tray and control panel up and back.

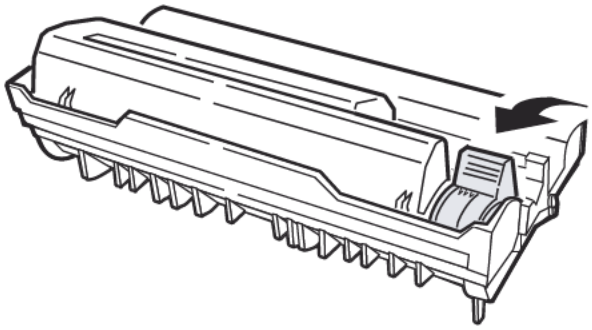


3. Press on the latches on both sides of the copier stacker until the cover of the image drum compartment is clearly released and pops up. Lift up and back, revealing the image drum unit.

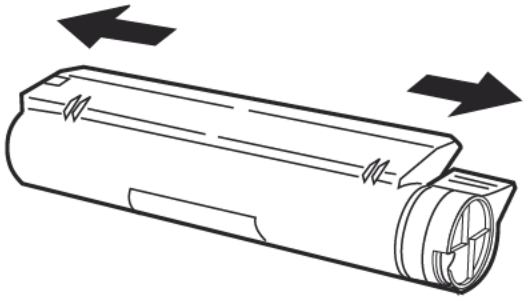


Caution:
Never expose the drum to light for more than 5 minutes. Do not touch the green surface of the drum.

4. Pull back on the grey lever at the right end of the toner cartridge, bringing the lever up and all the way back. Carefully remove the old cartridge from the image drum unit, and set it aside on an old newspaper, magazine, etc.

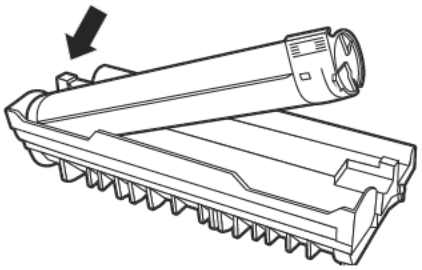


5. Remove the new toner cartridge from its packaging and shake gently to evenly distribute the toner.

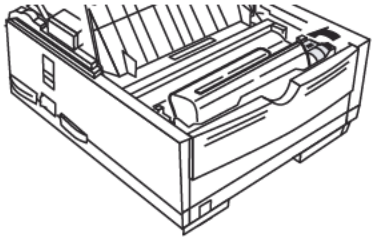


Caution:
Please abide by the disposal laws of your country when disposing of replaced toner cartridges. If in doubt, contact your supplier for further advice.

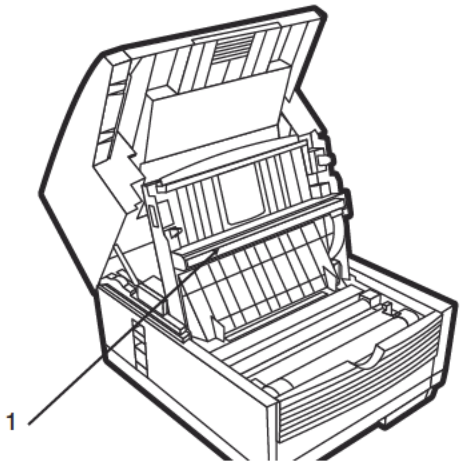
6. Carefully peel off the white plastic tape from the bottom of the cartridge. With the ridged side facing up and the grey lever to the right, insert the new cartridge into the image drum unit left side first.



7. Once the cartridge is in place, push the grey lever forward and down, securing the cartridge and releasing the toner.



8. Using the cleaning wipe provided in the package with the new toner cartridge, gently wipe the full length of the LED array (1).



9. Close the cover to the image drum compartment pushing down on it until both latches catch.
10. Return the document tray to its working position.
11. Turn power switch back on.

Image drum unit replacement

If faxes received become unusually light or have vertical streaks in them while there is sufficient toner remaining, or if the machine display prompts you to change the drum soon, the machine most likely requires a new image drum unit.

The service life of an image drum depends on a number of factors including temperature and humidity, the type of paper used, and the number of pages per job. Contact your supplier to order a new unit.

Caution:
Your machine will not operate with an incorrect image drum installed. Be sure to read the packaging carefully before purchase and installation of a new image drum.

Caution:
Always handle the image drum unit by the ends. Never expose the drum to light for more than 5 minutes. Do not touch the green surface of the drum.

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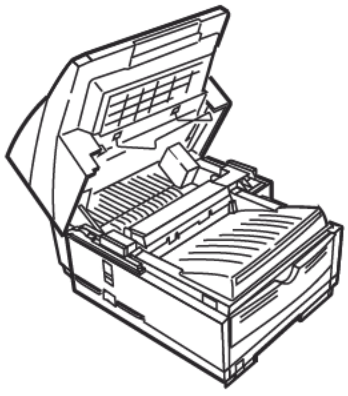
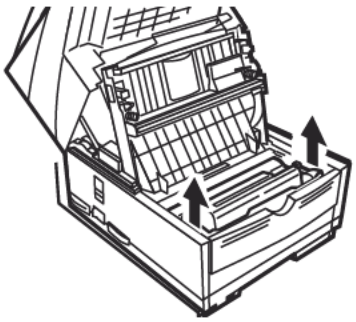
1. Turn off the power switch.
2. Grasp the document tray from the bottom and lift up, swinging the document tray and control panel up and back.



3. Press on the latches on both sides of the copier stacker until the cover of the image drum compartment is clearly released and pops up. Lift up and back, revealing the image drum unit.

4. Remove the old image drum unit (complete with toner), and set it aside on an old newspaper, magazine, etc.



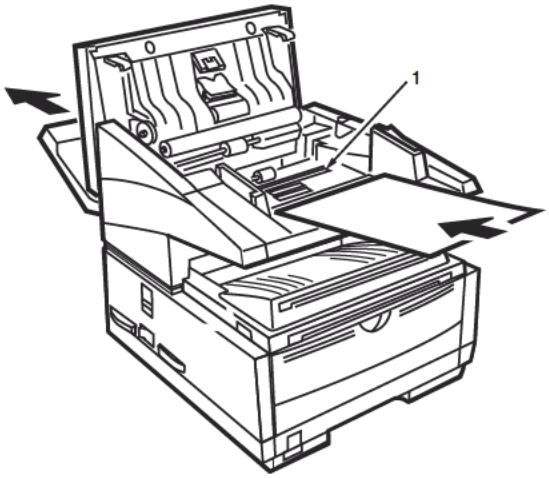
CAUTION:
Please abide by the disposal laws of your country when disposing of replaced toner cartridges. If in doubt, contact your supplier for further advice.

5. Remove the new image drum unit from its packaging and place it in the machine.
6. To ensure that the image drum is positioned correctly, press down firmly on both locations of the image drum marked “PUSH”.
7. Install a new toner cartridge (see previous instructions for Toner Cartridge Replacement).
8. Close the cover to the image drum compartment pushing down on it until both latches catch.
9. Return the document tray to its working position.
10. Turn power switch back on.
11. After power has been fully restored and the display is functioning, press Menu/Exit to enter Menu.
12. Press ▼ to select Counter settings, press ENTER or ▶.
13. Press ENTER or ▶ to select DRUM COUNT, press ENTER.

14. Press CLEAR to reset the drum counter.
15. Press MENU/EXIT to return to standby mode.

Cleaning the scanner path

To ensure the best possible scanning quality, paper lint and dust should be cleaned periodically from the area around the contact image sensor. To clean the scanner path, open the control panel and gently wipe the area over the scanner (1) as shown below.



Reading counters

Three counters are accessible to machine operators: drum, printing and scanning. The first tracks drum usage and can be reset each time the image drum unit is replaced. The latter two keep track of the number of pages printed and scanned by the machine over its lifetime. If a problem is experienced with the machine, a service representative may ask for these counters to be checked (refer to Counters in Chapter 4).

Problem checklist

This machine is a very complex device equipped with many features and functions which allow it to operate in different ways. Operating problems may be due to incorrect programming. If a problem occurs, read through the list of problems and solutions before calling for service.

The display is blank. Check the power cable to make sure it is firmly plugged into the machine and wall socket. Check the wall socket outlet to make sure that it has power. Check that the wall socket and machine are switched on.

Nothing happens when control panel keys are pressed. Turn the machine off, wait 10 seconds, then turn it on again.

"PAPER OUT" is shown on the display even though there is paper in the paper tray. Make sure that the paper is firmly stacked in the tray. Check for a paper jam in the machine.

Documents jam. Check documents for wrinkles, tears or other damage. Make sure there are no staples or paperclips attached to the document(s) and that the paper is clean and dry. Make sure the document width is within the paper width limits of the machine. Try making a copy of the document on a photocopier and faxing the copy.

The machine will not dial a telephone number. Check the power cable and wall outlet. Make sure that the telephone line (not external telephone or handset) is connected to the LINE socket on the back of the machine. If an external telephone is installed, lift the handset and check for a dial tone. If there is no dial tone, there may be a problem with the telephone line. If there is a dial tone, the machine may be using the wrong dialling method (pulse or tone) for the region. If alternating tones are heard instead of dialling pulses and the region uses pulse dialling, refer to the MF/DP user function setting in Dialling/Incoming Call Parameters.

The display shows a communications error. This alarm indicates any of a number of problems. The machine may be incompatible with the remote machine, or the remote machine may not be able to perform the function requested of it such as polling or confidential faxing. The remote machine may also be out of paper or experiencing a paper jam. Bad telephone line conditions can also cause communication errors. Try sending the fax again and check to make sure that the correct telephone number is being dialled. If a prefix number must be dialled to get an outside line, or if the call is to an international destination, a pause may need to be entered (use the Pause One-Touch key) after the dial prefix or international dialling

code to tell the machine to wait for a dial tone. If there are frequent problems communicating with a particular remote machine, try programming the telephone number into a One-Touch key, and then change the One-Touch parameters for that key (see dialling/Incoming Call Parameters). Lastly, either the local or remote machine may require servicing. Try sending a fax to another location to check the local machine.

Faxing is possible but the image of the document printed by the remote machine is very poor. If the faxed document has small type, complex illustrations, photos, or is very light or very dark, try changing the Resolution and Type of Original settings (see Loading Documents). Copy the document on the machine to determine how it will transmit. The problem may be caused by telephone line interference. Try sending the document again later.

Unwanted reports are printed out. Check the user function settings and turn off undesired reports (see Reports).

Fax sent but received message was completely blank. Make sure that the document is loaded face down before faxing.

Image of received fax is very poor. Contact the person sending the fax and ask them to change their Transmit Resolution and Type of Original settings. Ask the person to make a copy of the document on their machine to ensure that it is working properly. Then ask them to send the fax again. If there is still a problem, try making a copy of a document on the local machine to make sure it is working properly.

Dialling was tried with a Speed Dial number but nothing happened. Make sure that the Speed Dial number being used is programmed correctly. When dialling a two or three digit number, be sure to press Speed Dial before entering the number. Check to see if the Auto Start feature is turned off. If in the OFF state, START must be pressed before dialling will commence.

Local machine will not answer the telephone or receive faxes. First check to see that the power cord is connected properly. Also check the reception mode setting of the machine. This machine will not receive faxes automatically in the manual answering mode [TEL] (see Machine Settings).

Documents received are light or have vertical streaks on them, and machine is not out of toner. Gently wipe the lens surface of the machine's LED array, and then check to see if the machine is working properly (see Toner Cartridge Replacement). If the machine still does not work properly, remove the image drum (see Image Drum Unit Replace-

ment), tap the toner cartridge, and slowly swing it 20 to 30 degrees vertically several times. Be careful not to let the toner leak from the cartridge. If this does not work, the image drum unit may need to be replaced. Contact your supplier to get a replacement.

Machine is set for delayed transmission but it did not send. Check the display to make sure that the machine's clock is set to the correct time (see Clock Adjustment).

Machine will not poll a remote machine. Call the person at the remote machine and make sure that they have loaded documents and that their machine is set to polling transmission mode.

Machine is connected to a PBX but it is not possible to dial out. Be certain that the dial prefix is entered before the telephone number for each number dialled or programmed into the machine. Additionally, the machine must be programmed for PBX operation before it will work with a PBX (see Connecting to a PBX).

Machine always answers before its possible to use the external telephone. If an external telephone is connected, change the machine's ring response setting (see Customising Operation Functions).

Faxes received sometimes look distorted. If the document received is wider or longer than the paper loaded in the paper tray, the machine automatically reduces the width or length of the document so that it will fit on the paper. This type of problem could also be communication related.

Reception of unsolicited faxes (advertising). Try using the closed network function (see Basic Operations).

The display shows a invalid toner cartridge. A toner cartridge that is not specified for use in this fax machine has been installed. Contact the nearest supplier for service.

The display shows a invalid image drum. A image drum that is not specified for use in this fax machine has been installed. Contact the nearest supplier for service.

Display Error Messages

The following table shows a list of error messages which may appear in the display under various operating conditions.

Operating condition	Display message	Explanation
Display in Standby mode	12:00 XXX MEMORY FREE 100%	Under normal operating conditions, the top line of the display shows the time and the answering mode: FAX, TEL, T/F, MEM, FWD, TAD or PC. The bottom line of the display shows the amount of memory available.
Memory overflow	12:00 XXX MEMORY OVERFLOW REFER TO USER GUIDE MEMORY FREE 5%	This message is displayed when memory becomes full. Sometimes the memory overflow message does not exist in memory.
Second tray timeout error	12:00 XXX PRINTER ALARM2 REFER TO USER GUIDE MEMORY FREE 100%	Open and close the cover. If this does not clear the message, turn off the machine and contact your supplier for service.
Fan motor error	12:00 XXX PRINTER ALARM3 REFER TO USER GUIDE MEMORY FREE 100%	Open and close the cover. If this does not clear the message, turn off the machine and contact your supplier for service.
Fuser error	12:00 XXX PRINTER ALARM4 REFER TO USER GUIDE MEMORY FREE 100%	Open and close the cover. If this does not clear the message, turn off the machine and contact your supplier for service.
LAN board interface error	12:00 XXX HSP ERROR REFER TO USER GUIDE MEMORY FREE 100%	This message is displayed if printing stops from your PC or the machine cannot receive a signal due to a network problem.
LAN data error	12:00 XXX LAN DATA ERROR REFER TO USER GUIDE MEMORY FREE 100%	This message is displayed if printing stops from your PC or the machine cannot receive a signal due to a network problem.

Operating condition	Display message	Explanation
ISDN board interface error/ G3 dual line board interface error	12:00 XXX ISDN BOARD I/F ERROR REFER TO USER GUIDE MEMORY FREE 100%	Turn the power switch off and on. If this does not clear the message, turn off the machine and contact the nearest authorized supplier for service.
Invalid toner cartridge	12:00 XXX INVALID TONER CART REFER TO USER GUIDE MEMORY FREE 100%	Please check to make sure you are using the correct toner cartridge. If you are using the correct toner cartridge, open and close the cover. If this does not clear the message, turn off the machine and contact the nearest authorized supplier for service.
Invalid image drum	12:00 XXX INVALID DRUM CART REFER TO USER GUIDE MEMORY FREE 100%	Please check to make sure you are using the correct image cartridge. If you are using the correct image cartridge, open and close the cover. If this does not clear the message, turn off the machine and contact the nearest authorized supplier for service.
Need to change the image drum	12:00 XXX CHANGE DRUM SOON MEMORY FREE 100%	The image drum is nearing the end of its projected life. Make sure a new drum is available, and replace the drum when print quality begins to deteriorate.

Packaging for transport

If there is a need to transport the machine once it has been used, please follow the re-packaging procedure provided below.

Caution:
DO NOT ship the machine with the image drum unit installed in it unless the machine has never been used.

1. Remove the image drum unit and toner cartridge from the machine.

2. Place the image drum unit with toner cartridge still attached into a (black) polyethylene plastic bag and store it in a cool place away from direct sunlight.

3. Re-package the machine with the image drum unit removed.

Appendix A
Specifications and Functions List

Specifications

Category	Specification
Type / compatibility	Desktop transceiver / ITU-T G3, G4*
Applicable network	PSTN, PBX, ISDN*, LAN*
Transmission speed	33.6 - 2.4 kbps ITU-T V.34/V.17/V.27ter/V.21 Automatic fall back 64kbps* (ISDN)
Communications	Half duplex (Full duplex at V.34 communication)
Coding scheme	MH/MR/MMR, JBIG (Model B only)
Printing speed	10 pages per minute
Scan speed	1.5 seconds per page (STD) (Model B only)
Transmission/Reception resolution	200 x 100 dpi (STD) 200 x 200 dpi (Fine) 200 x 400 dpi (Ex-Fine) 300 x 300 dpi (Ex-Fine) 600 x 600 dpi (Ex-Fine)*
Copy resolution	200 x 100 dpi (STD) 300 x 300 dpi (Fine) 600 x 400 dpi (Ex-Fine) 600 x 600 dpi (Ex-Fine)*
Halftone transmission	64 levels (greyscale)
Document size	NA Legal to ISO A5
Recording paper	Plain paper (A4, letter, legal)
Effective scan width (max.)	ISO A4 208.6 mm for transmission and copy NA Letter 215.4 mm for transmission 208.6 mm for copy
Weight (approx.)	14kg (6.63 lb.) (excluding paper)
Display	LCD panel, 4 rows x 20 characters
Dimensions (W/D/H)	360 x 472 x 352mm (14.17 x 18.58 x 13.85 in) (excluding document tray)
Power	230VAC, 2.2A, 50/60Hz ±2%
Operating conditions	Relative humidity 20-80% (non-condensing) Temperature 10 - 32°C (50 - 90°F)

Category	Specification
Memory capacity	Model A 2.5 Mbyte Model B 4.5 Mbyte
Optional memory	2 Mbyte / 4 Mbyte / 8 Mbyte
Document feed	50 sheets (A4, 80g/m² (16-20lb)) max.

Note: *Items marked * require the optional ITU-T G4 board, network interface card or 8 Mb memory option.*

User functions tree

The following is a list of menu functions. Some items are accessible using a two-digit speed access number. In these cases the number precedes the function name in this list.

Delayed TX

Delayed Batch TX

Priority TX

Confidential TX

Relay initiate TX

Internet FAX*
- Internet RX

Polling TX/RX
- Polling TX
  - Bulletin Poll (BOX)
  - Memory Poll
  - Memory Poll (BULL)
  - Feeder Poll
- Polling RX

Print from Memory
- Print Memory Msg.
- Print Personal Box
- Print Memory Poll

Report Print
- Active Mem. Files
- Broadcast MCF
- Protocol Dump
- Telephone Directory

- Group Directory
- Configuration
- Function List
- Activity Report
- NIC Configuration*
- NIC Information*

Location Program
- Speed Dial
- Group
- Batch TX Time
- Forwarding No.
- Forward On P-ERR.
- Relay Report No.
- FAX Network Prg.

Setup
- Clock Adjustment
  - 00 Clock Adjustment
- ID/Password Prg.
  - 01 TSI/CSI
  - 02 TSI/CSI Option (requires G3 dual line option)
  - 03 Sender ID
  - 04 Personal Box
  - 05 Mem. Password
  - 06 Department Code
  - 07 ISDN TID (requires G4 option)
  - 08 ISDN Sub No. (requires G4 option)

Machine Settings
- 10 Auto Answer Mode
- 11 Monitor Volume
- 12 Buzzer Volume
- 13 User Language
- 14 Remote Diagnosis
- 15 TX Mode Default
- 16 No Toner Mem. RX
- 17 Mem. Full Save
- 18 Instant Dial
- 19 Department Code
- 20 ECM Function
- 21 Closed Network
- 22 Toner Save
- 23 Sender ID

24 Width Reduction
25 1'ST PAPER SIZE
26 2'ND PAPER SIZE (requires 2nd paper tray fitted)
27 Power Save Mode
28 RELAY PRINT
29 600 DPI FUNCTION
30 ISDN Dial Mode (requires ISDN option)
31 Speech Receive (requires ISDN option)
32 OPTION LINE TYPE (requires ISDN option)
33 Backup File Transmit

Dial Options
40 Redial Tries
41 Redial Interval
42 Auto Start
43 Dial Tone Detect
44 Busy Tone Detect
45 MF/DP
46 Pulse Dial Rate
47 Pulse Make Rate
48 Pulse Dial Type
49 Duration MF (Tone)
50 PBX Line
51 Flash/Earth/Normal
52 Dial Prefix

Incoming Options
60 Incoming Ring
61 Remote Receive
62 T/F Timer Prg.
63 Continuous Tone
64 PC/FAX Switch
65 CNG Count
66 Ring Response
67 Distinctive Ring

Report Options
70 MCF. (Single-Loc.)
71 MCF. (Multi-Loc.)
72 Image in MCF.
73 Err. Report (MCF.)

LAN Options with network interface card fitted
- 80 Auto Tray Switch
- 81 Paper size check
- 82 LAN Print T.O.
- 83 POP interval
- 84 Delete POP message
- 85 GMT time difference
- 86 Text Print
- 87 Header Print
- 88 Coding Mode
- 89 Ex. Fine Mode
- 90 Sender ID (Email)
- 91 Domain Name
- 92 Return Receipt
- 93 Receipt Format
- 94 Send File Format
- 95 POP GW Settings
- 96 GW Forward Text
- 97 Send Notification
- 98 Network Setting
  - IP Address
  - Subnet Mask
  - Default Gateway
  - SMTP Server Name
  - POP Server Name
  - POP User ID
  - POP Password
  - DNS P.Server Address
  - DNS S.Server Address
  - Host Name
  - Fax Email Address
  - DSN
  - NIC Initialize

Counter
- Drum Count
- Print Count
- Scan Count

Printer Cleaning

Appendix B
MFP PC Interface Kit

The Multi-function Peripheral (MFP) Interface Kit is an optional package for your facsimile machine. After installing the software provided in the kit into a host PC and connecting the PC to the facsimile machine, it will be capable of printer, scanner and PC fax functions in addition to its normal operations. Your fax machine is equipped with a bi-directional parallel (IEEE 1284) communications port pre-installed for quick, simple connectivity and PC Fax functions.

PC printer

Printer driver	HIPER-W proprietary Windows printing system)
Resolution	300 dpi, true 600 dpi
Printing speed	10 pages per minute (engine speed)
Paper size	
1st tray	A4, Letter, Legal 13, Legal 14, Executive, A5, A6, JIS B5
2nd tray (option)	A4, Letter, Legal 13, Legal 14, Executive, A5, A6, JIS B5
manual feed	A4, Letter, Legal 13, Legal 14, Executive, A5, A6, JIS, B5, Monarch, COM-10, DL, C5, COM-9
Media support	
envelopes/ transparencies	manual feed only and face up stacking
plain paper	automatic or manual
Paper weight	60-105 g/m² (16-28 lb.)
Paper feed	
1st tray	250 sheets
2nd tray (option)	500 sheets
manual feed	1 sheet

Output load	
face down	250 sheets
face up	10 sheets

PC scanner

Scanner driver	TWAIN compatible
Scanning mode	Line Art, 64-level error diffusion
Scanning sensor	CIS 300 dpi
Scanning area (H × V)	216 x 355.6 mm max.
Resolution (H × V)	8 dots x 3.85 lines/mm (standard) 8 dots x 7.7 lines/mm (fine) 8 dots x 15.4 lines/mm (ex. fine) 300dpi, 600 dpi interpolation
Document size (W × L)	148 x 100 mm min. * 216 x 355.6 mm max.

* Documents smaller than 148mm must be scanned using a carrier sheet.

PC fax modem

Command mode	Class 1 (EIA/TIA-578)
Transmission speed	14.4 kbps

Note: *For more detailed information and instructions on how to install and use the functions made available by MFP software please see the documentation provided with the MFP PC Interface Kit.*

Appendix C
Internet Fax and Network Printer/ Scanner Kit

The Internet fax and network printer/scanner kit is an optional package that enables this fax machine to operate as a network printer, network scanner and Internet fax. By installing an Ethernet network interface card and connecting the machine to a network, more than one computer in a network can use this fax machine as a printer, scanner and Internet fax.

Ethernet compatibility

The Ethernet interface card provides open-system compatibility. The following network operating systems and protocols are supported:

Novell

NetWare 3.x; NetWare 4.0 and 4.11 (NDS); R Printer and P Server; Auto attach/re-attach to file server.

Microsoft

Windows NT 4.0 (TCP/IP); Windows 95/98 (TCP/IP); Windows 2000 (TCP/IP); LPR support; Net Beui.

Network printer specifications

Printer driver	Hiper-W for Network
Network interface	10Base-T / 100Base-TX (auto-sensing)
Resolution	True 600dpi, 300dpi
Printing speed	10 pages per minute (engine speed)

Internet fax and network scanner

The Internet fax and network scanner functions (i.e., the transmission of received Internet faxes to personal computers) enable the fax machine function to be executed in an e-mail format by attaching the fax image to an e-mail as a TIFF (Tagged Image File Format) file. SMTP (Simple Mail Transfer Protocol) is used for the sending protocol and POP3 (Post Office Protocol version 3) and SMTP for the reception protocol.

Transmission

An e-mail message is sent when an e-mail address is specified. This can be done either via one-touch keys or by direct entry. Mail can also be sent as a broadcast transmission using the normal operations, and also sent to a group destination.

The following can be defined by the user, using the email key:

1. Mail and CC mail addresses
2. Subject
3. Return Receipt Request
4. TIFF/PDF file
5. Sender ID ON/OFF

One-touch parameters can be registered with above settings 3, 4 and 5.

Reception

The e-mail is received in memory, making it necessary to check the unit periodically. This can be done in two ways:

1. Press Menu. Press ▲ key until INTERNET RX appears, then press START.
2. By setting the POP interval timer for regular checks.

Gateway function

E-mail to G3/G4 fax machine (SMTP)

The Internet fax (I FAX) function allows the unit to act as a gateway and forward received messages to designated G3 fax machines. This means that when an I FAX machine receives mail addressed to FAX=88-888-8888@gw.customername.co.uk, it transfers the fax message to this number.

E-mail to G3/G4 fax machine (POP)

If this option has been fitted to the fax machine, please refer to the CD that came with the option for a detailed explanation.

G3/G4 fax machine to E-mail

This function enables this fax machine to transfer fax messages it has received to mail boxes registered with an E-mail address. The mailbox is the same as that used for relay broadcasts. The flow consists of a G3 fax machine sending a message to the Internet Fax, which then forwards it to an E-mail address.

Note: *Format for transferring messages can be text and/or TIFF files. Any documents created in proprietary software packages (e.g. MS Word, WordPerfect, etc) cannot be transmitted.*

Registration

E-mail addresses can be registered in one-touch key numbers 1 to 80 and speed dial numbers 1 to 90. The addresses can be up to 64 characters in length and must exclusively be e-mail addresses.

Primary user settings

POP Receiving Interval. This is the interval at which mail is checked (speed access No. 83).

E-mail deletion. This is used to select whether an e-mail is never deleted, an e-mail is deleted when it can be printed by the fax, or whether all e-mails are deleted (speed access No. 84).

Time difference. This indicates the time difference from GMT and is for the e-mail header (speed access No. 85).

Text printout. This is used to determine whether or not the mail text is printed out. This function can only receive or print text and/or TIFF files (MS Word, WordPerfect, etc., cannot be transmitted) (speed access No. 86).

Header printout. This allows the user to select whether all, part or none of the e-mail header is to be printed (speed access No. 87).

E-mail coding. The user uses this to set the code for e-mail attachments (speed access No. 88).

Extra fine mode. This determines whether 300 dpi or 600 dpi will be used when EX.FINE is designated for TIFF (speed access No. 89).

Note: *600 dpi requires installation of the optional 8 Mb of memory.*

Sender ID (E-mail). This is used to determine whether or not to add a sender ID to scanned images when they are e-mailed (speed access No. 90).

Domain name. When the "E-mail to G3/G4 fax machine (SMTP)" function is enabled, this is the address to which e-mails will be received. Reception under POP and e-mailing to G3/G4 fax machines under POP are processed irrespective of this setting. Other addresses will be rejected (speed access No. 91).

Note: *A maximum of five domain names can be registered.*

Return Receipt. This is used to determine whether or not to request the issue of a return receipt (MDN) (speed access No. 92).

Receipt format. This is used to select the format of the return receipt (MDN). Available settings are:

TEXT: A format that permits general mailer reading.

MDN: A format that conforms to the Recommendations for Comment (RFC). (speed access No. 93)

Send File Format. The user uses this to select whether a TIFF or PDF format is to be used to send scanned documents by e-mail. Available settings are TIFF and PDF. (speed access no. 94)

POP GW Setting. This is used to define the subject and password for e-mail, in making a POP gateway service request.

1 The number of characters programmable for a subject. 20 characters (characters that can be input are the same as those of e-mail address)

2 The number of characters programmable for a password. 20 characters (characters that can be input are the same as those of e-mail address) (speed access no. 95)

GW Forward Text. This is used to determine whether or not text data is forwarded in a gateway service operation (speed dial no. 96).

Send Notification. The user uses this to set whether or not to add a message (body) when e-mail is sent (speed access no. 97).

Primary network settings

Primary network settings can be accessed using speed access No. 98.

SMTP Server. IP address or server name (up to 64 characters) is registered.

POP3 Server. IP address or server name (up to 64 characters) is registered.

POP User ID. Up to 16 alphanumeric characters.

POP User Password. Up to 16 alphanumeric characters.

DNS Server. IP addresses of the primary and secondary servers.

Display message examples

Display during transmission

xxxxxxx@xxxxxxxx.xx.xx
SENDING

Display during reception

xxxxxxx@xxxxxxxx.xx.xx
RECEIVING

Display during broadcast transmission

BROADCAST
SENDING

Setup procedure

If this option has been fitted to the fax machine, please refer to the CD that came with the option for a detailed explanation of the setup procedure.

Appendix D
ISDN G4 Board

The ISDN G4 Board is an optional package which enables your machine to function as a digital facsimile transceiver conforming to Group 4 ITU-T recommendations. It is equipped with an automatic fallback feature that enables the machine to communicate in G3 mode when its G4 signal is rejected or a G3 signal is received.

This board also supports dual mode communication, which means that two G4 communications can be received or transmitted simultaneously.

Main specifications

G3 mode

Network compatibility	ISDN, Circuit switch mode (PSTN not available when activated)
Network interface	ITU-TI.430, ETS 300 012. Basic rate interface (2B+D), S/T interface, RJ45
Compatibility	ITU-T G3(auto-fallback G4→G3)
Transmission speed	33.6kbps max.
Coding scheme	MH, MR, MMR (JBIG for Model B only)
Resolution	8 dots x 3.85 lines/mm 8 dots x 7.7 lines/mm 8 dots x 15.4 lines/mm 300 x 300 dots/inch 600 x 600 dots/inch*
Transmission time	2.5sec (ITU-T No.1 chart, 33.6 kbps, JBIG, 8 dots × 3.85 lines/mm)
Error correction	ECM, page re transmission with redial
CODEC	ITU-T G.71 (auto-select by country code)
Network service:	
Calling line ID (CLIP)	Yes
Sub-addressing (SUB)	Yes
Multi-Subscriber No. (MSN)	Yes
Options	
PC FAX (IEEE 1284 I/F)	TIA/EIA Class 1 (14,400kbit/s max.)

G4 mode

Network compatibility	ISDN, Circuit switch mode (PSTN not available when activated)
Network interface	ITU-TI.430, ETS 300 012. Basic rate interface (2B+D), S/T interface, RJ45
Compatibility	ITU-T G4 Class 1
Transmission speed	64kbps max.
Coding scheme	MMR (JBIG for Model B only)
Resolution	200 x 100 dots/inch 200 x 200 dots/inch 300 x 300 dots/inch 600 x 600 dots/inch*
Transmission time	1.5sec (ITU-T No.1 chart, 64kbps, MMR, 200 x 100 dots/inch
Error correction	LAPB
CODEC	-
Network service:	
Calling line ID (CLIP)	Yes
Sub-addressing (SUB)	Yes
Multi-Subscriber No. (MSN)	Yes
Options	
PC FAX (Bi-Centronics Interface)	

Registration and important settings

Registration

ISDN Country Code: This number is a terminal identifier (TID). Up to three numbers (the country code of the country in which the machine is being operated) can be registered. (Default setting.)

ISDN No.: This is the national subscriber number for the ISDN. Up to 20 numeric digits can be used. This number is used as a TID and for caller number information (CLIP) and checking MSN. (Default setting.)

ISDN ID: This number is a terminal identifier. Up to 10 alphabetic characters (upper case or lower case) can be used. (Default setting.)

ISDN SUB: This is the sub-addressing number for directing communications. Up to 19 numbers can be used.

Please be sure to register the ISDN country code, ISDN number and ISDN ID into the fax machine. If these items are not registered ISDN service may be denied.

Settings

ISDN dial mode (user setting)

Set to G3: The call originates in G3 mode when dialled from the numeric keypad. At the time, 3.1 kHz analogue transmission is requested to the network.

Set to G4: The call originates in G4 mode when dialled from the numeric keypad. Non-restricted digital transmission is requested to the network. (default setting).

ISDN dial mode (communication parameter)

Set to G3: The call originates in the G3 mode when dialled from Speed Dial entry. At the time, 3.1 kHz analogue transmission is requested to the network.

Set to G4: The call originates in G4 mode when dialled from Speed Dial entry. Non-restricted digital transmission is requested to the network. (default setting).

Speech receive (user setting)

Set to OFF: Allows limited reception of analogue communications. The limitations when set to OFF depend on the ISDN network that the fax machine is connected to.

Set to ON: Enables the reception of analogue communications from the network (default setting).

Note: *For analogue transmission capabilities, please contact your authorised supplier.*

ISDN TSI/CSI

Some ISDN PBXs do not require the complete MSN to be programmed into the fax machine. Therefore, if the fax machine is fitted with the ISDN option, the TSI/CSI should be programmed as follows so that the correct identification is printed on received faxes at the remote fax machine:

1. Make sure that no documents are loaded into the ADF.

2. Press the MENU/EXIT key.
3. Use the ▼ key to select SETUP and press the ENTER key.
4. Use the ▼ key to select ID/PASSWORD PRG and press the ENTER key.
5. Enter + (One Touch key 39) followed by the country code (e.g. 44 for UK), then press the SPAVE key repeatedly until the ninth character is reached.
6. From the ninth character onward, enter the remaining digits of the subscriber number as per the following table.

G3 TSI Position																			
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
+	4	4						2	1	3	1		3	6	5	9	0	9	

Other related functions

The following are functions incorporated to enhance faxing operations.

Automatic Fallback: If the G4 signal transmitted from the machine is rejected, the machine automatically re-transmits the signal in G3 mode. Similarly, if a G3 signal is received for an incoming call, the machine will automatically switch to the G3 mode for the call.

Resolution Conversion: The resolution of a fax is converted according to that of the document and the capacity of the remote machine.

Coding Conversion: The coding scheme of the communication is converted according to that of the transmitting and receiving machines.

Call Origination: A number of ways are available for inputting and initiating transmissions, including manual and automatic.

Call Termination: This function provides immediate answering and the ability to select the type of termination setting (FAX, TEL, MEM, PC or FWD).

Direct Inward Dialling: A fax can be delivered directly to a specific terminal when multiple machines are connected to a single line.

Multiple Subscriber Number (MSN) Restriction: This function is used in combination with direct inward dialling to check if the number of the incoming call matches an MSN in the machine's database. If not, the call is rejected.

Sub-Address Service: Sub-addresses are most commonly used when faxing point-to-multipoint (P-MP). In addition to the telephone number of the remote location, the user must also know and input the sub-addresses of the terminals that the fax is directed to.

Display Message Examples

The following example messages occur during call-in-progress.

Calling sequence	ABC COMPANY †1 0334567890 †2 CALLING †3
Fax transmission	ABC COMPANY †4 PAGE 001 †5 SENDING G4/64.0K †6
Automatic reception	AUTO REC. START
Remote diagnosis	REMOTE DIAGNOSIS

Explanation of displayed text

†1 If Speed Dial, ID is displayed here.

†2 Telephone number location (max. 40 characters)

†3 Displayed after calling sequence starts (PSTN/ISDN)

†4 Personal ID, TSI/TID for ISDN G4, phone no. of remote machine for phone no.

†5 TX/RX page counter (000-999)

†6 See following explanation for bottom line.

Bottom line of display (20 characters, left to right)

1st. 10 characters: Communication activity (e.g., sending, receiving, memory-receiving)

2nd. set of characters (2 characters): Communications mode (G3, G4)

3rd. set of characters (after /): Tx rate (e.g., 33.6K, 64K, 28.8K)

For more detailed information and instructions on how to set and use a machine when the ISDN G4 Board is installed, please refer to the documentation provided with the ISDN G4 Board.

Appendix E
G3 Dual Line Function

General information

This function enables communication to be conducted on two lines concurrently when the optional G3 board is mounted. This is basically the same function that is possible with the ISDN board. The machine will ALWAYS try to transmit using the first line before trying to use the second line. Selection and/or use of the alternative line is done automatically. All transmissions using the alternative line are done from memory.

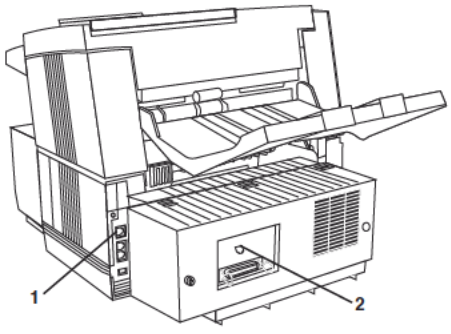
Benefits of Dual Line

A fax machine with dual line gives you the work capacity of two fax machines in the space of one.

A fax machine with dual line makes an excellent relay key station (hub) for relay faxing. If both lines are available for sending, the relay fax process is done in half the time of a single-line machine.

Connecting the Second Telephone Line

1. The primary / first telephone line is connected to the LINE (1).



2. The second telephone line is connected to the second line jack [dual line access] (2).

   Do not connect any external devices (such as an external telephone) to the second line.

Settings

The specific use of the alternative line can be set (TX/RX/ALL). Speed access 32.

1. When TX is set, it can only be used for outgoing calls.
2. When RX is set, it can only be used for incoming calls.
3. When ALL is set, it can be used for both.

Notes: *Both lines must be connected to the same type of line (PSTN or PBX).*

This setting must be TX or ALL for use with the Delayed Transmission (Memory) function.

To set the alternative line use:

1. Press MENU/EXIT to enter the menu.
2. Input speed access no. 32 (Option Line Type).
3. Press ▲ or ▼ to select the desired mode, press ENTER.
4. Press MENU/EXIT to return to standby mode.

Displays and reports

The display ordinarily shows the status of the main line; however, the alternative line can be shown by pressing the HELP key. Also, when two lines are in use, a buzzer indicating the end of the communication sounds for the displayed line. No sound is emitted when use of the line that is not shown ends.

Protocol dump and transmission result reports are generated for both lines. Use of the alternative line is indicated by a “#” mark.

Appendix F
600 dpi Communication

This feature is available with both models of fax machines, but requires the optional 8 Mb memory to be installed. It can be selected using speed access No. 29.

Selection	Operation
ON (Default)	Allows 600 dpi resolution for transmission, reception and copying. Of the 8 Mb of memory, 4 Mb is used as a 600 dpi printing buffer or as a shared area for storing the image in memory. Note that, depending on memory status, 600 dpi resolution may not be used.
OFF	No 600 dpi resolution for transmission, reception or copying. Uses all of the 8 Mb memory for image storage.

The different modes of the fax machine and their corresponding resolution settings are shown below. 600 dpi communication is only possible when the EX FINE resolution is used.

G3 transmission

STD	8 x 3.85 l/mm
FINE	8 x 7.7 l/mm
EX FINE	8 x 15.4 l/mm
	300 x 300 dpi
	600 x 600 dpi
PHOTO	8 x 7.7 l/mm

G4 transmission

STD	200 x 100 dpi
FINE	200 x 200 dpi
EX FINE	300 x 300 dpi
	600 x 600 dpi
PHOTO	200 x 200 dpi

IFAX transmission

STD	200 x 100 dpi
FINE	200 x 200 dpi
EX FINE	300 x 300 dpi
	600 x 600 dpi
PHOTO	200 x 200 dpi

Copy

STD	8 x 3.85 l/mm
FINE	300 x 300 dpi
EX FINE	8 x 15.4 l/mm
	300 x 300 dpi
	600 x 600 dpi
PHOTO	300 x 300 dpi

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